



SUSSMAN SHANK^{LLP}

ATTORNEYS

IN-HOUSE COUNSEL SUBSCRIPTION SERVICES

For a flat annual or monthly fee

- EFFECTIVE SOLUTIONS TO YOUR LEGAL NEEDS -

ENTITY MAINTENANCE

- Annual entity maintenance, including annual meeting minutes
- Attendance at annual meeting
- Drafting promissory notes between the entity and its owners
- Review of Terms and Conditions
- Review / commentary on vendor agreements
- Annual on-site legal needs evaluation
- Drafting and review of letters of intent for sales or purchases

INTELLECTUAL PROPERTY

- Limited trademark applications
- Limited entity trademark enforcement

EMPLOYMENT & HUMAN RESOURCES

- Annual employment manual and policies update
- Annual review of job descriptions
- Annual anti-harassment and discrimination training
- Advising on personnel issues
- Drafting severance agreements
- Advising on garnishment issues

PRIVACY & SECURITY

- Drafting privacy & data security policies, including annual update
- Annual data security & privacy training
- Drafting data breach incident response plan
- Drafting document retention policies

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