



NEIHOFF LEGAL SERVICES LLC

BILLING AND PAYMENT OPTION POLICY

This policy document governs the invoicing structure, billing methods, and payment options for independent paralegal services provided by Neihoff Legal Services LLC. All hiring attorneys and law firms ("Attorney-Client") agree to these operational terms upon executing a Freelance Paralegal Service Agreement or Scope of Work (SOW).

1. FEE STRUCTURE AND RATE BREAKDOWN

To maintain consistency and transparency across all assigned files, services are calculated using the following parameters:

- **Hourly Billing:** Services are tracked to the minute and billed in precise tenths of an hour (6-minute increments) based on assignment complexity: Advanced Westlaw Research & Memoranda is billed at \$50.00/hour; Complex Discovery Management and Litigation Docketing are billed at \$40.00/hour.
- **Flat-Fee Projects:** Specific, well-defined tasks (e.g., standard pleading drafting, uniform financial disclosures) are billed at the fixed rates stipulated in Exhibit A. Any work extending beyond the original project scope will revert to the standard hourly rates.
- **Monthly Retainer Packages:** For law firms requiring consistent, ongoing monthly support, a dedicated block of hours can be secured monthly (\$350 for 10 hours; \$650 for 20 hours). Retainer hours do not roll over month-to-month and are billed strictly in advance.

2. UPFRONT ONBOARDING SECURITY RETAINER

- **Onboarding Mandate:** For all new law firm accounts or onboarding clients during their first ninety (90) days of engagement with Neihoff Legal Services, LLC, an upfront payment is strictly required. For ad-hoc hourly support, a security retainer deposit of \$350.00 must be cleared.
- For monthly bundle selections, the full package price is due upfront. No legal support or file management tasks will commence until these funds have successfully cleared.

3. INVOICING CYCLE AND EXPENSE REPORTING

- **Monthly Issuance:** Detailed invoices reflecting accrued billable time and itemized reimbursable expenses are generated and issued monthly.
- **Reimbursable Expenses:** Attorney-Client is solely responsible for out-of-pocket expenses directly incurred during file production. This includes high-volume printing, copying,

postage, third-party shipping fees (e.g., FedEx, UPS), court filing fees, and process server fees.

- **Expense Threshold Mandate:** Prior written approval must be obtained from the Hiring Attorney before incurring any single expense exceeding \$25.00. Itemized receipts or verification documentation for all out-of-pocket costs will be appended directly to the monthly invoice.

4. PAYMENT METHOD AND NET-15 TERMS

- **The Payment Window:** All invoices are strictly due and payable within 15 days of receipt.
- **Authorized Payment Options:** To facilitate prompt and secure settlement, payments must be processed using the details provided on the digital invoice via one of the following channels:
 - Stripe - Service fees will apply
 - **Venmo:** Secure digital mobile wallet transfers sent directly to:
 - **PayPal:** Secure digital mobile wallet transfers sent directly to:
 - **Zelle:** Direct bank-to-bank electronic fund transfers:
 - **CashApp:** Mobile peer-to-peer transactions to:
- **Firm Checks:** Remitted directly and made payable to: Shawn L. Neihoff, P.O. Box 195, St. David, IL 61563.

5. ETHICAL COMPLIANCE DISCLOSURE (STATE OF ILLINOIS)

- **No Fee Splitting:** In strict accordance with Illinois Rule of Professional Conduct 5.4, all compensation is for independent contractor support services. Under no circumstances will fees be structured as a percentage of an attorney's legal fees, nor will they involve fee-splitting or referral bonuses.
- **Pass-Through Reasonableness:** All billable rates comply with the standard of reasonableness set forth in IRPC Rule 1.5, enabling supervising attorneys to legally pass through these contract paralegal costs to their clients at standard market rates.

Neihoff Legal Services LLC
Shawna Neihoff
P.O. Box 195, St. David, IL 61563
(217) 816-0801 Call or Text
shawna@neihofflegalservices.com
www.neihofflegalservices.com