



RATE SHEET

Standard Paralegal Hourly Rate - \$65.00 per hour

Package 1: 10 HOURS PER MONTH MINIMUM COMMITMENT

This contract is available to attorneys that wish to utilize paralegal services for a minimum of Two and One-Half hours (2.5) per week. Attorneys are charged at the standard hourly rate listed above based upon the delegated tasks.

Attorney/Firm will be billed for the total hours worked with a maximum of 10 hours per month. Attorney/Firm will be billed at the standard hourly rate for any time that goes over 10 hours per month. A 14-day written notice of termination is required under this contract.

Package 2: 20 HOURS PER MONTH MINIMUM COMMITMENT

This contract is available to attorneys that wish to utilize paralegal services for a minimum of Five (5) hours per week. Attorneys are charged at the standard hourly rate listed above based upon the delegated tasks.

Attorney/Firm will be billed for the total hours worked with a maximum of 20 hours per month. Attorney/Firm will be billed at the standard hourly rate for any time that goes over 20 hours per month. A 14-day written notice of termination is required under this contract.



Package 3: 30 HOURS PER MONTH MINIMUM COMMITMENT

This contract is available to attorneys that wish to utilize paralegal services for a minimum of Seven and One-Half hours (7.5) per week. Attorneys are charged at the standard hourly rate listed above based upon the delegated tasks.

Attorney/Firm will be billed for total hours worked with a maximum of 30 hours per month. Attorney/Firm will be billed at the standard hourly rate for any time that goes over 30 hours per month. A 14-day written notice of termination is required under this contract.

Package 4: 40 HOURS PER MONTH MINIMUM COMMITMENT

This contract is available to attorneys that wish to utilize paralegal services for a minimum of Ten (10) hours per week. Attorneys are charged at the standard hourly rate listed above based upon the delegated tasks.

Attorney/Firm will be billed for total hours worked with a maximum of 40 hours per month. Attorney/Firm will be billed at the standard hourly rate for any time that goes over 40 hours per month. A 14-day written notice of termination is required under this contract.

Package 5: 50 HOURS PER MONTH MINIMUM COMMITMENT

This contract is available to attorneys that wish to utilize paralegal services for a minimum of Twelve and One-Half hours (12.5) per week. Attorneys are charged at the standard hourly rate listed above based upon the delegated tasks.

Attorney/Firm will be billed for total hours worked with a maximum of 50 hours per month. Attorney/Firm will be billed at the standard hourly rate for any time that goes over 50 hours per month. A 14-day written notice of termination is required under this contract.



RUSH ASSIGNMENTS/PROJECTS

An additional fee of \$100.00 will be applied if an assignment is a rush request requiring a (2) two-day return period (48 hours).

An additional fee of \$150.00 will be applied if an assignment is a rush request requiring a (1) one-day return period (24 hours).

We will work with you to customize a Package that fits the needs of your practice!

NOTE: All Invoices are due upon receipt.
A late fee of \$50.00 will be assessed for every month an invoice is past due.

*My business was built on integrity and quality service!
The highest compliment I can receive is the referral of
friends, family, business associates and connections.
Thank you for your consideration and trust.
I am grateful for your business!*

Therese M. Keyes, Owner || Founder || Litigation Paralegal

KEYES FREELANCE PARALEGAL GROUP, LLC
(414) 550-8684

therese@keyesfreelanceparalegalgroupllc.com
www.keyesfreelanceparalegalgroupllc.com