



Now you have another option.



ForumLaw

Legal Counsel Packages

Integrated suites of legal services
scaled to your business



The challenge

Your business may not be large or complex enough to have its legal needs attended to by an in-house lawyer – nor may you wish to engage a large CBD firm only to find that after the time, energy and expense involved, their teams of lawyers can be unresponsive to your concerns.

If you regularly call upon legal advice and services, then you really need a legal professional who maintains a constant legal watching brief on your business – and can respond quickly whenever required.

Now, between in-house legal capability and the ad hoc engagement of a high-fee firm, there is a viable alternative.

The solution

Forum Law has recognised this need and devised a solution that meets the legal requirements of small and mid-size clients in a way that is effective, flexible ... and affordable: **Forum Law Legal Counsel Packages.**

How it works

When registered with a Forum Law Legal Counsel Package, at any time you can call upon a personal, responsive assessment of a matter and start to take steps to resolve it directly.

Where outside services (specialist legal, financial, etc.) are required, we will case-manage the various inputs – such as selecting and co-ordinating appropriate personnel and expertise – all the way through to the best, most cost-effective resolution.

Flexibility and convenience

Forum Law Legal Counsel Packages are available at a variety of price points to suit your organisation's particular needs.

At any time you can move to a different package as your situation and needs change.

The benefits

Forum Law Legal Counsel Packages offer:

- Easy access to a legal professional
- A flexible and responsive service
- Much more affordable, on-tap legal support
- Current legal watching brief on your firm
- Early, proactive alert on all legal issues
- Closer, ongoing lawyer-client relationship
- More certainty in charges and fees

A Package that fits you

	Package	Staff on payroll	Annual fee*	
Fixed-Price	Bronze	1–7	\$6,750	Our three Fixed-Price Packages are matched to the scale of your small-to-medium enterprise (SME).
	Silver	8–15	\$10,750	
	Gold	16–25	\$14,750	
Customised	Platinum	Over 25**	Custom	For businesses with more complex needs, we provide a customised quote.

Options within each package

Each of the Fixed-Price Packages includes the following options of your choice:

- Review and audit of business – a Review document issued is discussed and agreed
- Diagnosis/triage of all issues arising out of the audit: a Report is issued to the client
- Telephone consultations up to 30 minutes for 12 months regarding enquiries arising out of the Package
- Preparation of an allocated number of employment agreements for the selected Package
- Review one standard, single-document lease agreement for you as a lessee/tenant
- Forum Law News e-newsletters (5 issues annually)
- Complimentary invitations to staff to two seminars/events per 12 months
- Complimentary attendance of Forum Law solicitor at board of directors/board of advisors meetings***
- One complimentary Will and Power of Attorney and Appointment of Guardian for directors/partners/sole trader
- If desired, we can provide a link on our website to yours to promote your business
- If appropriate we can provide a secure page on our website so you can view the current status of your matters.

Non-retainer charges

For legal work that we perform for you arising out of our Review and Audit or other parts of this Package we will charge you at a special rate.

- Work performed by Forum Law – this will be billed at 90% of our normal hourly rates applicable plus GST.
- Out-of-pocket expenses – these are charged at the rate invoiced to Forum Law, including any GST.

* Inclusive of GST

** 'Staff' includes casual/part-time and full-time personnel, including "deemed" staff/employees engaged as contractors

*** Subject to availability and reasonable prior notice; not including travel costs and other expenses

Your profile and needs

To assist us in a preliminary assessment of your legal needs – and how best we might tailor your package and its options – it would be very helpful to us if you would complete and return to us this checklist.

Organisational profile

Your name Job title

Company name ABN

Company street address

Company postal address

Landline tel. Mobile After hours tel.

Email address Company website

Is your business a: sole trader partnership private company public company or other entity?

Nature of business

Number of full-time employees Number of part-time/casual employees

Number of staff (include employees, casuals, sub-contractors & deemed employees)

Annual turnover (estimated gross) for the current financial year \$..... How many years operating?

Target markets/customers: Private sector % Public sector %

Scope of operations: local national international

Legal profile

How have you accessed legal services in the past?

Do you currently retain internal or external legal services?

What constitutes the bulk of the legal matters for which you require professional assistance?

Are there any areas of potential legal vulnerability or exposure?

Are you currently involved in any legal issues, other than those related to your normal business activity?

.....

Legal needs

Please tick the items for which you see an ongoing or regular need for legal assistance:

- Setting up the business Employee and consultant contracts Setting up agreements with suppliers & customers
- Leasing and buying property and equipment Pursuing debts Conflict resolution and litigation
- Monitoring the solvency of your business and other businesses Succession for the business



Talk to us

The Forum Law team draws upon solid experience in established commercial law firms, including CBD-based firms servicing small, medium and large clients in the private and public sectors. We are professionals who know our way around businesses, inside and outside the boardroom.

Yet, as a cost-efficient boutique law firm, our fees are significantly lower than the big law firms – and our service is genuinely friendly and personal!

With offices in the inner-west village of Leichhardt, we are centrally located and easy to get to, and there is free parking for our clients.

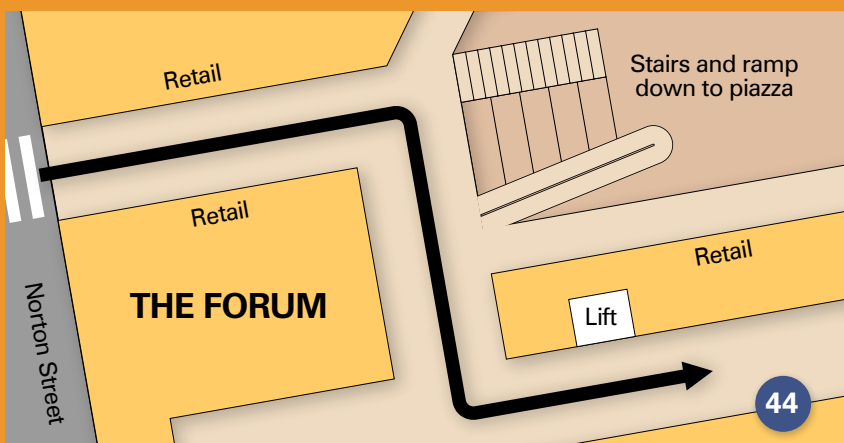
Or if you prefer, we are happy to visit you.

ForumLaw
S O L I C I T O R S

Suite 44, 23 Norton Street
(The Forum),
Leichhardt NSW 2040

phone: 02 9560 3388
fax: 02 9569 5423
enquiries@forumlaw.com.au

www.forumlaw.com.au



Approach Forum Law from Level 1 via The Forum Carpark or at street level from Norton Street.