

## SMALL BUSINESS RETAINER PACKAGES

In line with our goal of assisting entrepreneurs and small businesses to expand their business, whilst ensuring compliance and averting risk, we have developed competitive retainer packages for qualifying *small businesses*. \*

### **Our retainer agreements offer the following benefits:**

- Financial certainty our retainer agreements constitute a fixed account for a fixed amount of time, save for disbursements, e.g. CIPC fees, postage and telephone costs as may apply.
- Any work can be processed via retainer, save for litigious work, conveyancing, notarial or services we do not offer.
- Retainer clients enjoy an additional priority when returning calls, messages or rendering services within our 48-hour response time.
- Our retainer agreements are flexible and can be adjusted to suit the changing needs of the business from month 2 into the agreement.



The firm shall consider your matter, type of work, deadlines and your best interests before proposing or tailoring the most suitable package for your business.

Therefore, as a guideline, we offer the following retainer packages:

Proudly in association with:



DESCRIPTION	FEE (VAT excl.)
Package 1 : 30 hours of work – 6 month term	R4650 per month
Package 2 : 30 hours of work – 9 month term	R3350 per month
Package 3: 45 hours of work – 6 month term	R6750 per month
Package 4: 45 hours of work – 9 month term	R4900 per month
Package 5: 45 hours of work – 12 month term	R3500 per month
Package 6: 90 hours of work – 9 month term	R7000 per month
Package 7: 90 hours of work – 12 month term	R5250 per month
Package 8: 90 hours of work – 18 months term	R3500 per month

\*A "small business" is any business (i) whose annual turnover for the last financial year was less than R1 million or (ii) is a newly established business that has not yet had financial statements prepared for the financial year and (iii) has no more than 1 shareholder / owner / partner.

\*\* The above is not a closed list. If the service you require is not on the above list, please contact our office for more information about our services and the costs for the specific service you require.

\*\* Other than drafting the above legal agreements or documents our rates for consultation and opening a matter file are excluded from the above-mentioned rates. Our initial consultation rate is R900.00 (VAT included) and our once-off file opening / FICA / Instruction fee is R950 + VAT.

**Please note:**

- Packages 1 to 5 are serviced by a Professional Assistant with access to a Junior Associate in consultation.
- Packages 6 to 8 is serviced by a Professional Assistant and signed off by a Junior Associate.

**Value added additions:**

- A credit for 1 hour of your initial consultation time
- Free 1.5 hour boardroom access to have a business meeting at no cost per retainer term
- Packages 6 to 8 includes free wills for your employees during National Wills Week
- Before expiry, a free strategy session to identify key goals and growth strategies with an Associate or Director at the firm

**For an appointment please call: 0214255604**

For more information please email us at: [enquiries@schoemanlaw.co.za](mailto:enquiries@schoemanlaw.co.za)

See <http://www.schoemanlaw.co.za/services/> for a list of all our legal services

*We also distribute a convenient (free) monthly electronic newsletter containing the latest legal updates, interesting facts and news regarding our practice. To subscribe please go to our website.*

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