



## **BILLING POLICY**

### **1. FLAT FEE**

Our firm charges for services on an hourly basis. While our “No Flat Fee” policy is not absolute, there are only a limited number of circumstances where B.J. Kang Law will accept payment in the form of a flat fee.

### **2. INITIAL RETAINER OR DEPOSIT**

Typically, our fee structure depends upon the nature of the matter, its present status, and applicable time considerations. However, our standard practice involves hourly billing for the firm’s professionals with a retainer held in our trust account.

### **3. HOURLY FEE FOR ATTORNEY TIME**

As of October 1, 2019, our hourly rates are:

- **Tax Attorneys:** \$350.00 to 450.00 per hour
- **Business Attorneys:** \$340.00 to 425.00 per hour
- **Foreign Counsel:** \$300.00 per hour
- **Paralegals:** \$175.00 per hour
- **Administrative Staff:** \$75.00 per hour.

### **4. MINIMUM BILLING ITEMS**

Detailed time records are maintained by B.J. Kang Law, PC for billing purposes. The billed hour is measured in units of tenths of an hour (.10 = 6 minutes). Certain services have minimum charges, ranging from .20 to 1.5 hours, even though the actual time may be less. B.J. Kang Law, PC’s minimum service charges are as follows:

| ITEM  | TIME            |
|---|-----------------|
| Telephone calls   | .20/12 minutes  |
| Preparation of correspondence or review of correspondence | .20/12 minutes  |
| Conferences with client or others                         | .40/24 minutes  |
| Preparation of documents                                  | .50/30 minutes  |
| Legal research  | .50/30 minutes  |
| Court appearances (including travel and waiting time)     | 2.0/120 minutes |



**5. OF FEES & LATE AND NON-PAYMENT OF FEES**

Our invoices are billed monthly and due upon receipt. We expect to be paid no later than the last day of each month.

If an invoice is not paid by the last day of the month in which it is delivered to the client, we will charge the client a late fee of Thirty Dollars (\$30), and the client will owe us interest at an annual rate of Ten Percent (10%) on the balance owing to B.J. Kang Law, PC. However, the late payment charge and interest charge may be waived in a number of circumstances if the client communicates to B.J. Kang Law its inability to pay a monthly invoice.

If a client fails to honor these payment terms, any initial retainer or deposit will be applied to the balance due and owing on any overdue invoice. If the client then wishes to proceed with the services of B.J. Kang Law, a new retainer or deposit may be required.

**6. EXPENSES**

The client will be responsible for all out-of-pocket costs incurred in connection with B.J. Kang Law's representation. If costs are incurred, you will receive an item-by-item invoice detailing each cost. Typical costs include expenses for filing fees, travel, copying, postage, and supplies.

**7. CHANGES**

B.J. Kang Law reserves the right to increase fees without notice