



B.J. KANG LAW, PC
ATTORNEYS AT LAW

BILLING POLICY

1. FLAT FEE

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

2. INITIAL DEPOSIT/RETAINER

Our fee structure typically depends upon the nature of the matter, its present status, and time considerations. That being said, our standard billing practice involves hourly billing by the firm’s professionals with a retainer held in our trust account.

3. HOURLY FEES

As of July 1, 2023, our hourly rates are as follows:

- Tax attorneys: \$400.00 to 500.00 per hour
- Other attorneys/business consultants: \$275.00 to 450.00 per hour
- Foreign counsel: \$300.00 to 500.00 per hour
- Paralegals: \$175.00 per hour
- Administrative staff & law clerks: \$85.00 per hour

4. MONTHLY INVOICES AND TERMS

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 (\$30.00), as well as interest at an annual rate of ten percent (10%) per annum on the outstanding balance owed to B.J. Kang Law, PC. Note that the aforementioned late payment fee and interest charge may be waived under certain circumstances if the client promptly communicates, to the firm, its inability to pay a particular monthly invoice.

Virginia Office (Main)
3135 Mount Vernon Ave.
Alexandria, VA 22305

California Office (KIC)
3003 N First Street
San Jose, CA 95134

Tel: 703-595-2836
Fax: 703-722-9168
www.bjkanglaw.com

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

5. MINIMUM BILLABLE ITEMS

Detailed time records are maintained by B.J. Kang Law, PC for billing purposes. Each billed hour is measured in units of tenths of an hour (.10 = 6 minutes). Certain services have minimum charges, ranging from .10 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
Emails	.10/6 minutes
Telephone calls	.20/12 minutes
Preparation and/or review of correspondence	.20/12 minutes
Conference with clients or others	.40/24 minutes
Preparation of documents	.50/30 minutes
Legal research	.50/30 minutes
Court or administrative appearances (including travel and waiting time)	2.0/120 minutes

6. EXPENSES

The client will be responsible for all direct or out-of-pocket costs paid or incurred in connection with representation by B.J. Kang Law, PC. If costs are paid or 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, PC reserves the right to increase fees and make changes to its billing policy without notice.