



SCOPE OF SERVICES

| MEMBERSHIP TERM | |
|-----------------------------|--|
| Term | 12 Months, with automatic renewal |
| Cancellation | Any time with 30 days' notice |
| Cancellation True-up | True-up payment is owed if amount paid during membership term is less than the pro-rated use of projects |
| MEMBERSHIP FEE | |
| Payment | 1 st of each month by ACH |
| Advances | Filing fees and other out of pocket costs are paid separately by ACH |
| PROJECTS | |
| Use | Unused projects can be carried into a new membership term up to 2x the number of projects available in the plan. |
| Classification | We determine initial classification and evolution of projects |
| Typical Value | 3 Minor = 1 Major 3 Major = 1 Complex |
| Tracking | We track project usage during membership term |



| TYPICAL CLASSIFICATION OF PROJECTS | | |
|--|--|---|
| Minor | Major | Complex |
| Standard Practice Assessment | Advanced Practice Assessment | Complex Practice Assessment |
| Standard Regulatory Guidelines (1-2 minor projects) | Advanced Regulatory Guidelines/Memorandum | Complex Regulatory Guidelines/Memorandum |
| Standard Business Disputes | Advanced Business Disputes | Complex Business Disputes |
| Standard Ownership Documentation | Advanced Ownership Documentation | Complex Ownership Documentation |
| Contract Review (no negotiations) | Contract Review (with negotiations) | Complex Contract Review (with negotiations) |
| Standard Whiteboard Meeting | Advanced Whiteboard Meeting | Mergers & Acquisitions |
| Drafting Standard Base Contracts | Drafting Advanced Contracts | Private Offerings |
| Trademark Applications (does not include contests or office actions) | Trademark Applications (includes contests or office actions) | |
| Standard Entity Formation (does not include succession planning) | Business Succession Planning & Documentation | |
| Standard Letter of Intent | HIPAA Compliance Documentation | |

For more information please contact ByrdAdatto at AccessPlus@byrdadatto.com