

# Flat Fee Service Menu

Fixed-Price Service Schedule and Terms for Professional Services

**Important Notice:** Prices are subject to change. This menu supersedes all previous pricing documents as of the effective date. Flat fees cover professional service time only. Government filing fees, court costs and other third-party expenses are the client's responsibility unless explicitly stated as included.

## 1. Business Information

### Business/Firm Name\*

### Business Address\*

### Phone Number\*

### Email Address\*

### Website

### Menu Effective Date\*



### Menu Expiration/Review Date



## 2. Service Category Selection

### Primary Service Category\*

-- Select Category --



### Category Description

Brief description of services covered under this category

### 3. Service Item #1

**Service Name\***

e.g., Basic LLC Formation

**Flat Fee Amount\***

\$0.00

**Service Description\***

Describe what this service includes

**Estimated Turnaround Time**

-- Select Turnaround --

**What's Included\***

List all deliverables and tasks included in this fee

**What's NOT Included\***

List exclusions, add-ons or items billed separately

## 4. Service Item #2

**Service Name\***

e.g., Simple Will Package

**Flat Fee Amount\***

\$0.00

**Service Description\***

Describe what this service includes

**Estimated Turnaround Time**

-- Select Turnaround --

**What's Included\***

List all deliverables and tasks included

**What's NOT Included\***

List exclusions or items billed separately

## 5. Service Item #3

### Service Name\*

e.g., Contract Review — Standard

### Flat Fee Amount\*

\$0.00

### Service Description\*

Describe what this service includes

### Estimated Turnaround Time

-- Select Turnaround --

### What's Included\*

List all deliverables and tasks included

### What's NOT Included\*

List exclusions or items billed separately

## 6. Additional Services (Optional)

### Additional Services List

List any additional flat-fee services with names, descriptions and prices

Copy Sections 3–5 format for consistency when adding services. Most menus include 3–10 service items.

## 7. Payment Terms

### Payment Timing\*

-- Select Payment Timing --



### Accepted Payment Methods\*

- Credit/Debit Card
- Bank Transfer/ACH
- Check
- Cash
- Online Payment (PayPal/Venmo)
- Trust Account Deposit

### Late Payment Policy

Describe any late fees or consequences for non-payment

### Retainer Requirement

-- Select --



### Retainer Amount (if applicable)

\$0.00

## 8. Scope Change Policy

**Note:** Flat fees assume standard complexity and reasonable client cooperation. Matters involving unusual complications, client-caused delays or requests beyond the original scope may incur additional charges.

### Scope Change Notification\*

-- Select Notification Method --



### Hourly Rate for Additional Work\*

\$0.00 per hour

### Circumstances Requiring Additional Fees\*

Describe situations that would trigger scope expansion (e.g., unexpected litigation, complex negotiations, client delays)

### Client Approval Required for Overages\*

-- Select --



### Overage Approval Threshold

\$0.00

## 9. Client Responsibilities

### Required Client Actions\*

List what clients must provide (documents, information, timely responses, etc.)

### Response Time Expectations

-- Select --

### Consequences for Non-Cooperation

Describe what happens if client fails to meet responsibilities (e.g., conversion to hourly, project pause)

## 10. Refund and Cancellation Policy

### Cancellation Policy\*

-- Select Policy --



### Refund Calculation Method

Explain how partial refunds are calculated, if applicable

### Administrative/Cancellation Fee

\$0.00

## 11. Disclaimers and Limitations

### Service Limitations Disclaimer\*

State any limitations on services, guarantees or outcomes

### Filing Fees and Third-Party Costs\*

Clarify that government filing fees, court costs and third-party expenses are NOT included in flat fees unless specified

### Geographic Limitations

Specify jurisdictions where services are offered

**Legal Disclaimer:** Flat fees cover professional service time only. Government filing fees, court costs, notary fees, courier charges and other third-party expenses are the client's responsibility unless explicitly stated as included. This menu does not constitute a guarantee of results.

## 12. Additional Terms

### Additional Terms and Conditions

Enter any additional terms, seasonal pricing notes, package deals or special conditions

## 13. Provider Certification

I, the undersigned authorized representative, certify that the pricing and terms in this Flat Fee Service Menu are accurate and represent the current offerings of this business as of the effective date stated above.

**Authorized Representative Name\***

Full name of person authorizing this menu

**Title/Position\***

e.g., Owner, Managing Partner, Director

**Authorized Signature\***

\_\_\_\_\_  
Signature of Authorized Representative

**Date\***

\_\_\_\_\_  
Date Signed