

# Business Formation & Succession

When you call us, you'll be answered by our welcoming receptionist who will direct your call to the lead paralegal for business related matters who will begin the client intake process. They will answer any preliminary questions you have, schedule the initial meeting, and gather all necessary information including any documentation that your attorney will need prior to your initial in-person meeting. In many business matters, prior to any meeting, there will also be an additional call made between yourself and an attorney to further discuss the matter with you.

In your initial meeting, we will further inquire as to your business needs. We will help to provide options related to the formation of business entities, operational issues, succession planning and finally assist in mergers and acquisitions.

For most business planning matters our firm will bill on an hourly basis and a retainer fee will often be requested.



## **COMMON MATTERS**



#### STARTING A BUSINESS

If you are starting a new business, we will guide you through the formation process and work to protect your interests to help you achieve your legal and business goals. We will discuss the various forms of business entities and the organizational documents needed to secure your business for future success.



#### **EXISTING BUSINESS**

Members of the firm have experience and expertise in the drafting and review of all types of business contracts and agreements, as well as experience handling employment and severance agreements.



#### **SELL/PURCHASE BUSINESS**

Beginning with staging your business for sale, evaluating offers to purchase, to negotiating and documenting the transaction, the members of the firm are there with you each step of the way to advise and provide counsel.



### **COMMERCIAL REAL ESTATE**

Often one of the biggest decisions our closely held business owners need to address is their office space. Our team provides insight to closely held small business owners on decisions regarding leasing, financing, and other major transactions.

We pride ourselves on being team players and not overstepping our areas of practice. We enjoy close working relationships with other professionals and if you have a matter that we are not comfortable handling, we will let you know and refer you to someone we know can best handle your needs.