



### ESTIMATED ONBOARDING COSTS AND ANNUAL COSTS FOR PARTNER

Line item	Description	One Time Fee	Monthly Cost	Annual Cost
PEO seat	Allows access to health benefits, 401(k)	N/A	\$ 75	N/A
Insurance	One time fee refers to prepaying first two months of medical, dental, and vision premiums when you sign up for insurance.  Monthly and Annual cost list a range of costs and refer to least expensive plan (Employee Only level of Medical, Dental, and Vision) vs. the most expensive plan (Family level of Medical, Dental, and Vision)	\$ 1,178 - \$ 5,086	\$ 589 – 2,543	\$ 7,068 - \$ 30,516
Subscriptions	Westlaw (Mandatory) ** Westlaw + Drafting (Optional) Westlaw + Practical Law (Optional) Westlaw + Practical Law + Drafting Assistant (Optional)	N/A	\$ 160 \$ 230 \$ 275 \$ 345	\$ 1,920 \$ 2,760 \$ 3,300 \$ 4,140
<b>Total Cost</b>		<b>\$ 1,178 - \$ 5,086</b>	<b>\$ 824 - \$ 2,963</b>	<b>\$ 8,988 - \$ 34,656</b>

\*Estimated as of February 2022

\*\* **Westlaw Note:** The Westlaw subscription is mandatory for ANY PARTNER, ATTORNEY, ASSOCIATE or COUNSEL.

## ESTIMATED COSTS FOR PARTNERS TO ADD A PART TIME STAFF MEMBER

Line item	Description	One Time Fee	Monthly Cost	Annual Charge
Part Time (>30 hrs)	<ul style="list-style-type: none"> <li>PEO seat</li> <li>Accounting set up and services</li> </ul>	\$100	\$ 75	N/A
Retirement	Firm policy requires partners to contribute to their employees 401k for 3% of their gross salary	N/A	3% of employee's gross salary paid every month upon eligibility	3% of employee's gross salary X 12 months upon eligibility
IT Set Up and Service	Technology licenses, set up, and ongoing service fee <ul style="list-style-type: none"> <li>Option A (Basic limited technology: MS Office Suite with Practus Email, Teams and Conferencing capabilities)</li> <li>Option B (Any billing timekeeper must be on Option B. This included everything in Option A plus full suite of software utilized at Practus (see following page for detail))</li> </ul>	Option A: \$ 170  Option B: \$ 790	Option A: \$ 76  Option B: \$ 508	\$ 912  \$ 6,096
Westlaw **	See note below	N/A	\$ 160	\$ 1,920
Photographer	Photos for Practus website (Optional)	\$ 300 - \$ 500	N/A	N/A
Business Cards	Box of 100 (Optional)	\$ 50	N/A	N/A
Practus SWAG	Welcome package sent to new staff member (see following page for detail)	Option A: \$ 60 Option B: \$140	N/A	N/A
<b>Total Cost:</b>		<b>\$ 680 - \$ 1,580</b>	<b>\$ 311 - \$ 743</b>	<b>\$ 2,832 - \$ 8,016</b>

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## ESTIMATED COSTS FOR PARTNERS TO ADD A FULL TIME STAFF MEMBER

Line item	Description	One Time Fee	Monthly Cost	Annual
Full Time (30+ hrs)	<ul style="list-style-type: none"> <li>PEO seat</li> <li>Accounting set up and services</li> </ul>	\$100*	\$75	N/A
Insurance	<b>Employee only portion</b> of medical (100%) and dental (50%) premiums *	\$ 1,134 - \$ 1,608  <b>One-time fee of paying 100% of their medical and 50% of their dental (Employee Only portion) upfront for first two months.</b>	\$ 567 - \$ 804***  Beginning month three	\$ 6,804 - \$ 9,648
Retirement	Firm policy requires partners to contribute to their employees 401k for 3% of their gross salary	N/A	3% of employee's gross salary paid every month upon eligibility	3% of employee's gross salary X 12 months upon eligibility
IT Set Up and Service	Technology licenses, set up, and ongoing service fee  <ul style="list-style-type: none"> <li>Option A (Basic limited technology: MS Office Suite with Practus Email, Teams and Conferencing capabilities)</li> <li>Option B (Any billing timekeeper must be on Option B. This included everything in Option A plus full suite of software utilized at Practus (see following page for detail))</li> </ul>	Option A: \$ 170  Option B: \$ 790	Option A: \$ 76  Option B: \$ 508	\$ 912  \$ 6,096
Westlaw **	See note below		\$ 160	\$ 1,920
Photographer	Photos for Practus website (Optional)	\$ 300 - \$ 500	N/A	N/A
Business Cards	Box of 100 (Optional)	\$ 50	N/A	N/A
Practus SWAG	Welcome package sent to new staff member (see following page for detail)	Option A: \$ 60 Option B: \$140	N/A N/A	N/A N/A
<b>Total Cost:</b>		<b>\$ 1,814 - \$ 3,188</b>	<b>\$ 878 – \$ 1,547</b>	<b>\$ 9,636 – \$ 17,664 ****</b>

\*Estimated as of February 2022



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**\*\*\*Insurance Note:** Partners that join the firm and determine to bring on associates, secretaries or other persons who are eligible to participate in our insurance plans and do, in fact, elect to participate, will be responsible for the **employee only portion** of their medical (100% contribution level) and dental (50% contribution level) insurance every month. We require that 2 months of these premiums be prepaid by the partner in advance of any such employee joining the firm (this is listed as a one-time fee above). This is a firm wide policy to benefit employees of the firm.

**\*\*\*\*Retirement Note:** Total does not include 3% match of employee’s gross salary for 401(k).

**Disclaimer:** Practus reserves the right to adjust these costs from time to time based on price fluctuations.

Note: Everything in blue is an optional cost.

**IT Set Up and Service Option B:**

Full Suite includes:
Office 365 E3 Plus Package
ProLaw Software
Adobe PDF
Microsoft Conference Calling
Business Phone if wanted
Worldox
docsCorp Compare
Dashlane - Password Mgr.
WebRoot Virus Protection if needed
WebRoot Security Awareness
Remote Management Software

**Practus SWAG Welcome Package includes:**

Option A	Option B
Yeti cup	Backpack
T-shirt	Yeti cup
	T-shirt
	Baseball cap/visor
	2 Koozies
	Pen

