

2023 ESTIMATED ONBOARDING COSTS AND ANNUAL COSTS FOR PARTNER

Line item	Description	One Time Fee	Monthly Cost	Annual Cost
iSolved Payroll & Benefit Platform	Allows access to insurance benefits and 401(k) retirement plan enrollment	N/A	\$12	\$144
Health Insurance <ul style="list-style-type: none"> • Medical • Dental • Vision 	<p>One-time fee refers to prepaying two months of Medical, Dental, and Vision premiums when you choose to enroll in insurance plan(s).</p> <p>Monthly and Annual Cost columns provide a range of costs, which include at the low end, the least expensive plan (<i>Employee Only level</i> of Medical, Dental, and Vision) and the high end, the most expensive plan (<i>Family level</i> of Medical, Dental, and Vision)</p>	\$ 993 - \$4,324	\$ 497 - \$2,162	\$5,964 - \$25,944
Basic Life + AD &D (Mandatory)	<p>\$25,000 Policy</p> <p>Note: \$12 One Time Fee is applied if not enrolled in other benefits; otherwise covered by the iSolved monthly fee above</p>	\$12	\$ 7.50	\$90
401(k) Retirement Safe Harbor (Participants Only)	<p>See Summary Plan Description</p> <p>Maximum Contribution = \$22,500</p> <p>Catch Up Contribution = \$7,500</p>	N/A	N/A	N/A
Subscriptions	<p>Westlaw (Mandatory) *</p> <p>Westlaw + Drafting (Optional)</p> <p>Westlaw + Practical Law (Optional)</p> <p>Westlaw + Practical Law + Drafting Assistant (Optional)</p>	N/A	<p>\$ 160</p> <p>Or \$ 230</p> <p>Or \$ 275</p> <p>Or \$ 345</p>	<p>\$ 1,920</p> <p>Or \$ 2,760</p> <p>Or \$ 3,300</p> <p>Or \$ 4,140</p>
Total Cost		\$1,005 - \$4,336	<p>\$ 676.50 - \$ 2,526.50</p> <p>Excludes 401(k)</p>	<p>\$ 8,118 - \$30,318</p> <p>Excludes 401(k)</p>

* **Westlaw Note:** The Westlaw subscription is mandatory for ANY PARTNER, ATTORNEY, ASSOCIATE or COUNSEL. Adding Drafting, Practical Law, and/or Drafting Assistant to the mandatory Westlaw subscription is completely optional.

2023 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"> iSolved Payroll Platform Accounting set up and services 	\$100	\$12	\$144
Insurance Benefits & Retirement Plan	Not eligible	N/A	N/A	N/A
IT Set Up and Service	Technology licenses, set up, and ongoing service fee <ul style="list-style-type: none"> Option A (Basic limited technology: MS Office Suite with Practus Email, Teams and Conferencing capabilities) 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)) 	Option A: \$ 170 Option B: \$ 680	Option A: \$ 98 Option B: \$ 530	\$ 1,176 \$ 6,360
Subscriptions	Westlaw (Mandatory) * Westlaw + Drafting (Optional) Westlaw + Practical Law (Optional) Westlaw + Practical Law + Drafting Assistant (Optional)	N/A	\$ 160 Or \$ 230 Or \$ 275 Or \$ 345	\$ 1,920 Or \$ 2,760 Or \$ 3,300 Or \$ 4,140
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
Total Cost:		\$ 330 - \$ 1,470	\$ 270 - \$ 887	\$ 3,240 - \$ 10,640

***Westlaw Note:** The Westlaw subscription is mandatory for ANY ATTORNEY, ASSOCIATE or COUNSEL. Adding Drafting, Practical Law, and/or Drafting Assistant to the mandatory Westlaw subscription is completely optional.



2023 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"> iSolved Payroll Platform Accounting set up and services 	N/A \$100	\$12	\$144
Insurance	<p>Maximum \$546 Defined Contribution for Medical coverage*</p> <p>Dental (50%) premiums*</p> <p>One-time fee refers to prepaying two months in advance if your staff member enrolls in medical and dental insurance</p> <p>Monthly and Annual Cost columns provide a range of costs for Dental, which include at the low end, paying 50% of <i>Employee Only level</i> of Dental for the least expensive plan and the most expensive plan</p>	\$1,092 \$29.80 - \$37.20	\$546 (Month 3>) \$14.90 - \$18.60 (Month 3>)	\$6,552 \$178.80 - \$223.20
Basic Life + AD&D (Mandatory)	\$25,000 Policy Firm policy requires partners to pay Basic Life and AD&D for their FT employees	N/A	\$ 7.50	\$90
401(k) Retirement Safe Harbor	Firm policy requires partners to pay safe harbor contributions to their eligible staff	N/A	3% of employee's gross salary paid semi-monthly upon eligibility	3% of employee's gross salary
IT Set Up and Service	Technology licenses, set up, and ongoing service fee Option B – All FT staff must be on Option B (see following page for detail)	Option B: \$ 680	Option B: \$ 530	\$ 6,360
Subscriptions	Westlaw (Mandatory) ** Westlaw + Drafting (Optional) Westlaw + Practical Law (Optional) Westlaw + Practical Law + Drafting Assistant (Optional)	N/A	\$ 160 Or \$ 230 Or \$ 275 Or \$ 345	\$ 1,920 Or \$ 2,760 Or \$ 3,300 Or \$ 4,140



Photographer	Photos for Practus website	\$ 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
Total Cost:		\$2,261.80 – \$2,549.20	\$1,270.40 – \$1,459.10 Excludes 401(k)***	\$ 15,244.80 – \$17,509.20 Excludes 401(k)***

***Insurance Note:** Partners who join the firm and decide to bring on associates, secretaries or other full-time staff who are eligible and elect to participate in our insurance plans are responsible for the **Defined Contribution** amount toward their medical plan and 50% of the dental premium 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.

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*****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.

IT Set Up and Service Option B:	Practus SWAG Welcome Package includes:	
	Option A	Option B
Office 365 E3 Plus Package		
ProLaw Software	Yeti cup	Backpack
ProLaw Paperless Proforma	T-shirt	Yeti cup
Adobe PDF		T-shirt
Microsoft Conference Calling		Baseball cap
Business Phone if wanted		2 Koozies
NetDocuments		Pen
docsCorp Compare		
Dashlane - Password Manager		
WebRoot Virus Protection if needed		
WebRoot Security Awareness		
Remote Management Software		

