

2025 ESTIMATED ONBOARDING COSTS & ANNUAL COSTS FOR PARTNER

Line item	Description	One Time Fee	Monthly Cost	Annual Cost
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>	\$1,535-\$6,560	\$ 768 - \$3,280	\$9,204 - \$39,360
Basic Life + AD &D (Mandatory)	<p>\$25,000 Policy</p> <p>Note: Benefit & cost reduced beginning at age 65</p>	\$0	\$ 7.50	\$90
401(k) Retirement Safe Harbor (Participants Only)	<p>See Summary Plan Description</p> <p>Maximum Contribution: \$23,500</p> <p>Catch Up Contribution:</p> <ul style="list-style-type: none"> \$7,500 age 50+ \$11,250 ages 60-63 	N/A	N/A	N/A
Subscriptions	<p>Westlaw (Mandatory) *</p> <p>Westlaw + Practical Law (Optional)</p>	N/A	<p>\$ 160</p> <p>Or \$ 275</p>	<p>\$ 1,920</p> <p>Or \$ 3,300</p>
Total Cost		\$1,535 - \$6,560	<p>\$936 - \$3,563</p> <p><i>Excludes 401k</i></p>	<p>\$11,232 - \$42,756</p> <p><i>Excludes 401k</i></p>

*** Westlaw Note:** The Westlaw basic subscription is mandatory for ANY PARTNER, ATTORNEY, ASSOCIATE or COUNSEL. There is no charge for basic Westlaw for a NON-ATTORNEY. Adding Practical Law to the mandatory Westlaw subscription is completely optional and the fee applies to all users.

2025 EST. COSTS FOR PARTNERS ADDING A PART TIME PRACTUS EMPLOYEE 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 	N/A \$100	\$14	\$168
Hourly Wage paid via W-2	Worked hours recorded during payroll period	N/A	TBD based on hourly rate	Hours x Rate
Employer Paid Taxes	FICA and Medicare + Required State Taxes	N/A	TBD based on wage	TBD based on wage
Insurance Benefits & Retirement Plan	Not eligible	N/A	N/A	N/A
IT Set Up and Service	<p>Technology licenses, set up, and ongoing service fee</p> <ul style="list-style-type: none"> Option A - Limited Access: MS Office Suite with Practus Email, Teams and Conferencing capabilities Option B - Full Access: Any billing timekeeper must be on Option B. This includes everything in Option A plus full suite of software utilized at Practus (see following page for detail) Option C - ProLaw Timekeeper License only: Contract Employees only Option D – Limited Access + ProLaw Timekeeper license: Contract Employees only 	<p>Option A: \$ 170</p> <p>Option B: \$ 680</p> <p>Option C: \$ 170</p> <p>Option D: \$170</p>	<p>Option A: \$ 100</p> <p>Option B: \$ 530</p> <p>Option C: \$150</p> <p>Option D: \$225</p>	<p>\$ 1,200</p> <p>\$ 6,360</p> <p>\$1,800</p> <p>\$2,700</p>
Subscriptions	<p>Westlaw (Mandatory) *</p> <p>Westlaw + Practical Law (Optional)</p>	N/A	<p>\$ 160</p> <p>Or \$ 275</p>	<p>\$ 1,920</p> <p>Or \$ 3,300</p>
Photographer	Photos for Practus website (Optional)	\$ 300	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 - \$ 1,270	\$ 274 - \$ 819	\$ 3,288 - \$ 9,828

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2025 EST. COSTS FOR PARTNERS ADDING A FULL TIME PRACTUS EMPLOYEE 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	\$14	\$168
Wage paid via W-2	Hourly or Salary Non-Exempt	N/A	TBD based on wage	Salary
Employer Paid Taxes	FICA and Medicare + Required State Taxes	N/A	TBD based on wage	TBD based on wage
Required Insurance	Worker's Compensation	N/A	N/A	TBD at year-end (state specific rates)
Insurance	<p>Maximum \$863 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>	<p>\$1,726 (\$863 x 2)</p> <p>\$32.31 - \$41.60</p>	<p>\$863 (Month 3>)</p> <p>\$16.16 - \$20.80 (Month 3>)</p>	<p>\$10,356</p> <p>\$193.86 - \$249.60</p>
Basic Life + AD&D (Mandatory)	<p>\$25,000 Policy</p> <p>Firm policy requires partners to pay Basic Life and AD&D for their FT employees</p> <p>Note: Benefit and cost is reduced beginning at age 65</p>	N/A	\$ 7.50	\$90
401(k) Retirement Safe Harbor Match	Firm policy requires partners to pay safe harbor contributions to their eligible staff	N/A	% of employee's compensation paid upon eligibility to participate	Basic matching formula – max 4% of compensation if participating
IT Set Up and Service	Technology licenses, set up & ongoing service fee. Option B-All FT staff must be on Option B (see detail page following)	Option B: \$ 680	Option B: \$ 530	\$ 6,360



Subscriptions	Westlaw (Mandatory) ** Westlaw + Practical Law (Optional)	N/A	\$ 160 Or \$ 275	\$ 1,920 Or \$ 3,300
Background Screening	Social Security, Address, and Criminal Record background check	\$45 <i>Some States vary</i>	N/A	N/A
Photographer	Photos for Practus website	\$ 300	N/A	N/A
Business Cards	Box of 100 (Optional)	\$ 50	N/A	N/A
Practus SWAG	Welcome kit for new staff (Option B)	\$140	N/A	N/A
Total Cost:		\$3,073 – \$3,083	\$1,591 – \$1,710 <i>Excludes 401(k)***</i>	\$19,088 – \$20,524 <i>Excludes 401(k)***</i>

***Insurance Note:** Partners who join the firm and decide to bring 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. 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 Safe Harbor Match for employees who contribute to 401(k). Maximum match amount is 4%.

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		

