

AMATA LAW OFFICE SUITES™
Program Service Pricing – Effective 1/01/2022

Live Reception & Phone

Features:

1. **Live Reception answering 7am to 10pm**
2. Customizable greetings & call facilitation
3. Personalized intake and caller forms
4. Call Screening
5. Business phone line
6. Voicemail box
7. 3CX Cell phone application
8. Voicemails through phone app and email
9. Control and use your work number with your mobile device and computer
10. Invitation to Amata socials, networking events, and educational seminars
11. Access to Amata's online community for networking and referral sharing
12. Free video and phone conferencing capabilities

Monthly Investment: \$49.00/Month *

12-Month Investment: \$49.00/Month *

Reception minutes used each month will be invoiced at \$3.29/minute. Live reception answering is available Monday through Friday excluding holidays. To avoid overage charges additional minutes may be purchased as a part of the optional 100- or 300-minute programs. These minutes do not roll over month to month.

- 100 Minute program: Additional \$249 /month. Overage minutes with this program are \$2.63 /Minute
- 300 Minute program: Additional \$619 /month. Overage minutes with this program are \$2.10/Minute

Business Address

Features:

1. Client may use the address on all correspondence
2. Amata will receive and hold mail at center
3. Mail Processing Services
Notification, physical forwarding & scanning services
(available upon request, charges may apply)
4. Invitation to Amata socials, networking events, and educational seminars
5. Access to Amata's online community for networking and referral sharing

12-Month Investment: \$79.00/Month †

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Live Reception & Phone w/ Business Address

Includes Live Reception & Phone and Business Address programs PLUS:

1. Business hours access to ALL Amata locations throughout the Chicago Loop
 - Cafes, lobbies & lounges free for day use
 - Conference rooms & private day offices available for rent
2. Lower pricing on Conference room credits
3. Discounted daily parking for you and your guests

Monthly Investment: \$234.00/Month* †

12-month investment: \$184.00/Month* †

Virtual Office Plus

Live Reception & Phone w/ Business Address program PLUS:

1. 24/7 Access to your Amata location
 - a. Cafes, lobbies & lounge free for day use throughout the Chicago Loop
 - b. Conference rooms & private day offices available for rent
2. After hours & weekend access to common areas & coworking rooms (location specific) with an \$88 one-time setup fee.
3. Additional 24 Conference room credits/month:
 - 6 hours of small conference room/day office usage OR 2 hours of large conference room usage
 - Credits roll-over each month agreement is active

Monthly Investment: \$339.00/Month* †

12-month investment: \$289.00/Month* †

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Conference Room Access

How it works

For our Amata Private Office, “Live Reception & Phone w/ Business Address”, “Virtual Office” and “Virtual Office Premium” members:

- Lounge and open workspace at any Amata center during regular business hours – free of charge
- Conference room credits may be purchased as needed for \$6.25 each with a month-to-month membership. These credits will remain valid for as long as membership is active. Once purchased, no refunds will be available.
- As part of our annual membership program, conference room credits may be purchased monthly for \$5.25 each. Every month, the member will have additional credits added to their credit bank. These credits will remain valid for as long as membership is active. Once purchased, no refunds will be available.
- In order to reduce the costs to our members and guests, conference rooms and day offices may be reserved in 15-minute increments:
 - Small conference room and day offices: 4 credits per hour
 - Large conference room: 12 credits per hour
 - Board Room: 16 credits per hour
 - *All conference room use must be paid for prior to access. If a client does NOT purchase credits for any bookings in advance, they will be billed the average rate of \$8.50/credit.*

For “Live Reception & Phone” and “Mail Only” members and non-members:

- \$34/hour for small conference room/day office, \$102/hour for large conference rooms
- Rooms may be booked in 15-minute increments
- “Live Reception & Phone” and “Mail Only” members will be charged for time used on next month’s invoice
- Non-members must agree to the Terms & Conditions at www.amataoffices.com/terms and make full payment at time of reservation.

Business Continuation

\$150 (Incl. 2 Mo. Phone/Mail service)

Licensee is automatically enrolled per terms and conditions as a part of any program equal or greater than 12 months.

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Private offices and team rooms

Office Rent

Please contact sales professional

Refundable Retainer

Equal to one-month fixed fees

Setup Fees

\$88 (Access card & office key; per person)

Features:

1. **High speed 100 MG Internet access (some locations are equipped with 1 GIG Internet connections)**
2. **Wireless access throughout the facility**
3. **Prestigious business address with mail and package handling**
4. **Mail forwarding and scanning services when needed (postage and support to forward mail additional)**
5. **24/7 access to lounge areas and cafe workspace**
6. **Includes all standard set-up fees**
7. **Complimentary access to building gym (in designated facilities only)**
8. **Includes: HVAC during business hours, Janitorial, and Electric**

Each additional user \$189 each per month (this does not include the 3CX phone program)

Note: Clients may opt to NOT have Amata provide a VoIP phone, however all clients will be responsible for Communication fees (3CX) as outlined above. Why? Amata has equipped their offices with state-of-the-art circuits, equipment and programs to provide ready-to-use workspace for our clients. The cost to maintain this infrastructure exists whether clients utilize the VoIP phones or not and include all incoming fiber circuits; firewall protections; wireless router access points; switches; servers; and routers.

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Optional Service Enhancements Available

Set up Access card and office key	\$88.00/person
Office Key (Some exclusions may exist)	\$44.00/key
Building Access Cards	\$44.00/card
Dedicated IP address	\$21.00/month
Rack Storage (any location)	\$105.00/Month
IT Support (Price per hour)	“To be quoted by IT company”
Computer Equipment/Network Setup (Price per hour)	“To be quoted by IT company”
eFax 250 incoming/outgoing (Add'l \$.05)	\$5/month
Request of 312 Fax number	\$25/One-time charge
Live Reception and Phone Base Plan	\$49/month
Toll-Free line charge*	To Be Quoted by Phone Carrier
Port Request (inbound/exiting request)	\$55.00
Catering	Cost plus 30% [
Lobby Listing (Select Locations)	\$20/month
Custom Paint Color for private office	\$375.00 (after move-in add \$105)
Storage (Select Locations)	See Manager

†City, State & Federal taxes may be applied when applicable

*Tax, fees and applicable 911 charges may apply.

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Administrative Support Services:

Basic Administrative Support (Price per hour)	\$45.00/hour
Messenger	Cost + 15%
Fed-Ex	Cost + 15%
Postage Services	Cost + 15%
Black & White Copies/Print (Price per Page)	\$0.10
Scanning (Price per Page)	No charge
Color Copies/Prints (Price per page)	\$0.45
Binding	(Office Supply costs +Admin Support Time)
Incoming/Outgoing Fax (Price per page)	\$0.25/page
Shredding	\$1.00 per lb.
Office Supplies	Cost + 30%
Other Suite Charges	Cost + 30%

AMATA SUPPORT SERVICES	
<p>Hand deliveries/pick-ups (In Chicago Loop area; package prepared by you for delivery)</p> <p>Standard – request and documents received by 11:30 a.m. delivered same day by 5:00 p.m.</p> <p>Urgent – request and documents received after 11:30 a.m. delivered same day by 5:00 p.m.</p> <p>Expedited – delivered within the hour after receipt of documents.</p>	<p>Standard - \$15.00</p> <p>Urgent - \$28.00</p> <p>Expedited - \$50.00</p>
<p>Basic Administrative & Virtual Assistant Support</p> <ul style="list-style-type: none"> -Mail opening/scanning -Assistance with certified mailings -Scanning/copying documents -Faxing documents -Preparation of FedEx -Set up assistance and coordination of services(phone, copier codes, messenger) -Bank Deposit 	<p>\$45.00/hour</p>

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<ul style="list-style-type: none"> -Catering Support/Ordering -Faxing Support -Special Orders/3rd Party Ordering -Video Conferencing Set-Up 	
<p>Administrative & Virtual Assistant Support</p> <ul style="list-style-type: none"> -General document/file organization -Document review and summarization -Summarization of data -Record abstraction -Data entry -Internet and public database research -Calendar management -Meeting scheduling and coordination -Technological support -Invoice preparation -Record compilation -Non-legal correspondence, transmittal letters, and email -Document formatting -Prepare/edit PowerPoint presentations -Assist with social media -Create templates/forms/charts/timelines -Updating case management system -Enter attorney time/expenses; pay invoices 	<p>\$60.00/hour</p>
<p>Notary/Witness Service (Amata Location)</p> <p>-this service includes travel and convenience fees,</p>	<p>\$45.00/hour</p> <p>(\$4.50 minimum charge; includes \$1.00 fee for any notarial act)</p>
<p>Remote Notary/Witness Service</p> <p>-this service does not include travel and convenience fees.</p> <p>-includes video recording.</p>	<p>\$60.00/hour to \$120/hour-Location dependent</p> <p>(includes \$1.00 fee for any notarial act)</p>
<p>Court Runs</p> <ul style="list-style-type: none"> -Research/review court docket and request/obtain copies of court documents. -Assemble, print, and prepare courtesy copies. -Assemble, print, prepare documents for delivery to Sheriff's office for service of process. -Assemble, print, prepare documents for delivery or filing with IL Workers' Comp Commission, Secretary of State's office, Cook County Clerk's office, Cook County Assessor's office, IDHR, EEOC, etc. 	<p>\$60.00/hour + any copy fees. (Court filing fees, and/or legal service fees plus 30%)</p>

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<p>E-filing</p> <ul style="list-style-type: none"> -Review and check to ensure court documents are signed, all exhibits accounted for, documents are compliant with the Supreme Court of Illinois' Electronic Document Standards (i.e. within max file size, OCR'd). -Prepare Notice of Filing, Notice of Motion, Certificate of Service, and forms. -Review of local rules, court's standing orders, & any temporary procedural orders in place. -Spindle or piggyback motion hearing dates, and any communications with court clerk; -Confirm acceptance of filing by the court clerk. -E-service available, if needed. -Coordinate delivery of courtesy copy, if needed. 	<p>\$60.00/hour (minimum charge 0.5; Attorney pays for any associated court costs or filing fees)</p>
<p>Document translation (not certified, not for use in court)</p>	<p>\$80.00/hour</p>
<p>Interpreter – remote (on demand/Certified)</p>	<p>Available upon request 48-hours' notice to avoid expediting fees.</p>
<p>Interpreter - on-site (call for additional languages/Certified)</p>	<p>Available upon request 48 hours' notice to avoid expediting fees.</p>

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Preparation of Table of Authorities -formatting appellate briefs	\$130.00 service fee + LSS1 time
Skip Trace-Basic	\$50 minimum fee + LSS1 time for any analysis/investigation
Skip Trace-Comprehensive	\$100 service fee + LSS1 time for any analysis/investigation
Asset Search (bank accounts)	\$400 service fee+ LSS3 time
E-recording -Nationwide; all real estate documents (Client Credentials required)	\$80.00 service fee + LSS1 time (does not include any county recording fee)
Filing/Recording Service Fee	Any one off fees associated with the e-filing or e-recording +30%
LEGAL SUPPORT SERVICES (all work is performed under the direction/ supervision of an attorney)	
Legal Support Services I (“LSS1”)	\$80.00/hour
Legal Support Services II (“LSS2”) (Work requiring or completed by a Senior Paralegal)	\$120/hour
Legal Support Services III (“LSS3”) -Advanced document productions. -Document review projects, coding, casemanagement. -E-discovery consultation (tools for litigation hold/preservation, document review platforms, document productionplanning, etc.). -Collection of basic ESI (custodian interviews, emails, text messages, video,documents). -Coordination of expert collection of ESI (forensic, social networking sites, video, audio, email, text messages, etc.). -Residential and Real Estate Closings	\$160.00/hour

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Research:

LSS1:

- Internet and public record investigations.
- Research of local court rules/procedures; *pro hac vice* admissions, foreign judgments, out of states subpoenas.
- Court docket searches and retrieval of documents – state, federal, and administrative.
- Obtain police reports.
- FOIA requests.
- Secretary of State - check various records on whether a company is active/inactive and identify their registered agents for service and obtain secretary of state corporate records on companies; file applications, amendments, annual reports, deeds, obtain Apostille, etc.
- Cook County Recorder – Obtain documents, record Deeds, My Dec, obtain full payment certificate, obtain water certificates.
- Cook County Assessor's Office – Obtain Estimates of Redemption, obtain duplicate tax bill.
- City Hall – pay code violation orders.

Case Assessment and Discovery:

LSS2

- Fact investigation.
- Interview client(s) and witness(es).
- Organize and maintain case files.
- Act as liaison with Local Counsel.
- Draft discovery requests, responses, and help obtain documents from clients.
- Prepare document productions (review and follow ESI order regarding production format, ensure documents are unitized, redact confidential, PII, privileged information, Bates number, add Confidential designations, create/maintain document indices, i.e. pleadings index, production log with documents received or produced).
- Prepare subpoenas, citations to discover assets, garnishments.
- Review documents for relevance.
- Review documents for responsiveness.
- Prepare witness files.
- Prepare documents/exhibits - mediations, arbitrations, depositions, trial, motions for summary judgment.
- Draft privilege log.
- Assist in collecting email in proper format (if using a document review tool).

LSS3

- E-discovery and complex document reviews.

Depositions:

LSS1

- Request copies of deposition, hearing, and trial transcripts in the format you need.

LSS3

- Review and summarize deposition, hearing, and trial transcripts.
- Assist with witness/expert/court reporter scheduling, preparation of exhibits.

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Medical Summaries:

LSS1

- Draft authorization and request to medical facility to obtain medical records.
- Prepare and maintain spreadsheet of medical records requested and follow up with medical facilities as needed.
- Review, summarize, and prepare chronology of medical records.

Litigation:

LSS1

- Electronic filing – state, federal, and administrative (IWCC, IDHR, EEOC).
- Coordinate/schedule court hearings, depositions, mediations, expert witnesses.

LSS2

- Draft simple motions, answers.
- Coordinate service of process with Sheriff or private process server.

See Paralegal for details on the following:

- Draft routine motions, orders, affidavits (i.e. motion for leave to file sealed exhibits, motions for extension of time, motion to appoint special process server, motion for alternative service).
- Appear for clerk's status call; administrative hearings; enter agreed orders.

Trial/Appeals

LSS3

- Coordinate trial arrangements, including courtroom set up and use of equipment.
- Coordinate and/or assist in preparing demonstrative exhibits.
- Prepare hearing, mediation, and trial notebooks.
- Prepare witness and exhibit lists.
- Exhibit preparation and organization.
- Prepare jury instructions and motions in limine.
- Provide assistance at trial.

Corporate Transaction

LSS3

- Prepare organizational documents, including articles of incorporation or dissolution, stock certificates and merger agreements.
- Draft contracts, such as employment contracts and non-compete agreements, non-disclosure agreements, etc.

Banking and Finance Transactions

LSS2

- Prepare and review loan agreements, joint venture agreements, credit agreements and associated ancillary documents.
- Handle UCC searches and filings.
- Handle mortgage and lien related filings.
- Assist with venture capital investment documents.

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- Prepare closing statements.
- Respond to lender's know-your-customer requests (Fannie/Freddie documents).