



THE LAW FIRM OF
J.W. STAFFORD

General Counsel Packages 2025



Businesses are routinely faced with employment and business issues and decisions that have legal consequences, though many businesses do not have an attorney in-house, or really need one on a full-time basis. To combat this, we act as your Outside Employment Defense Counsel and General Counsel, without the additional cost of having an attorney on staff, and provide flat rates to allow you to more easily budget your cash flow. Having a dedicated attorney that you know and trust can truly make the difference for a business in its growth, risk exposure, and its bottom line. We want you to call us for those routine employment and business law matters, without worrying about the clock running. Making a phone call to get your attorney's advice on an employment or business law issue can save costly disputes and litigation down the road. This saves your business time and money, while creating a long lasting and strong relationship. We want to be a part of your business success by maintaining regular contact for us to be proactive in our advice and mitigate any potential legal issues that may be brewing before they turn into an ugly, expensive mess. Even better, we strive to return all calls or emails within one (1) business day, because our clients are important to us and we know that time can make a difference in many situations. Our firm is proud to offer the plans described below.

Feature	Essentials	Deluxe	Premier
Annual Employment and Business Risk Assessment	✓	✓	✓
Phone Calls & E-Mail Correspondence	Up to 2 Hours/Month	Up to 3 Hours/Month	Unlimited
In-Person or Virtual Conference	1 Per Year	1 Per Quarter	1 Per Month
Employment Contract Document Review	1 Per Month	2 Per Month	3 Per Month
Employment Contract Document Drafting	Billed Hourly	Billed Hourly	1 Per Month
Review Existing Employee Handbook	Billed Hourly	Billed Hourly	1 Per Year
Discount on Hourly Services	5%	10%	10%
Monthly Flat Rate	\$1,950.00	\$2,950.00	\$4,500.00



If your business needs services not covered by these plans, we will work with you to develop a flat-rate for the particular issue, or provide an hourly rate when a flat-rate is not feasible for litigation and other matters requiring an unknown amount of work.

Phone Calls and E-Mail Correspondence: For routine employment or business law matters, that are not for a specific case or matter. This may include answering general questions about employment matters or some business contract provisions.

Annual Employment and Business Risk Assessment: We want to make sure your company is doing everything possible to avoid exposure to costly wage & hour claims and other employment law claims, some of which can result in personal financial exposure to you as the owner of the business. Our annual employment and business risk assessment is one way we strive to be proactive about identifying and mitigating any potential legal exposure that your business might have. You must be a member for a full year to take advantage of this checkup.

In-Person Conference: While technology is a fantastic way to communicate, sometimes meeting in person can be so much more productive. Plus, it's nice to remember the face behind all of the emails and phone calls. Of course, should you prefer, we are more than happy to schedule a videoconference. This in-person conference is for up to 1 hour of attorney time for each meeting.

Employment Contract Document Review: It is so easy to search for plenty of samples on the internet for a variety of employment documents and contracts that are needed in the daily life of a business. What many fail to realize is that the employment document may be outdated and not applicable in your jurisdiction. Or, sometimes a previous employment-related document, such as a non-compete agreement or a non-solicitation agreement, is re-used, but is not tailored to fit the exact situation at hand. It may be missing a vital clause that could mean you won't be able to enforce the agreement. These issues can significantly impact your bottom line. To alleviate this, we want to review your employment documents, policies and contracts, up to 5 pages. We will analyze them to make sure they fit your needs and provide sufficient protection in the long run.

Employment Contract Document Drafting: When running a business with employees, there are frequently instances where a customized document, from the ground up, is required. For example, if you are interested in bringing on a high-level executive or a successful sales leader, you likely will need, among other documents, a tailored non-compete agreement that protects your interests. We are happy to provide tailored contracts to you for your business, up to 5 pages, as part of some of our plans.

5% Reduction on Hourly Rates: We want to thank you for trusting us as your legal advisor, so some of our plans offer a 5% reduction on hourly rates. In order to take advantage of this, your business must be enrolled in this program for a minimum of 4 months and remain a member for the duration of the services receiving a reduction.

10% Reduction on Hourly Rates: We want to thank you for trusting us as your legal advisor, so some of our plans offer a 10% reduction on hourly rates. In order to take advantage of this, your business must be enrolled in this program for a minimum of 4 months and remain a member for the duration of the services receiving a reduction.

Review Existing Employee Handbook: Having an employee handbook is critical to protecting your business from expensive employment litigation, which allows you to focus on growing your bottom line. For some of our plans, we are happy to conduct a yearly review of the company's existing employee handbook. In order to take advantage of this, your business must be enrolled in this plan for a full year. To the extent that your company's existing employee handbook requires revisions or that a new employee handbook be drafted from the ground up, we are more than happy to speak to you about separate pricing for those particular situations.



A Few Other Things to Know: All payments must be made on the 1st day of each month and all clients are required to agree to autopayment of the monthly fee, secured via a credit card on file. All payments are considered fully earned upon receipt. Should you wish to cancel your subscription, we must receive written notification by the 15th of each month and will refrain from performing any legal services at the end of the month. Our firm reserves the right to cancel your subscription at any time for any reason and will provide notice to you at least 15 days prior to the cancellation. We further reserve the right to determine whether your legal questions or matters are outside of the scope of your subscription plan based upon its non-routine nature or complexity. Please be aware that additional terms and conditions do apply and will be provided to you prior to committing to a subscription plan. Feel free to upgrade at any time!

Disclaimers and Notices:

Services above can be requested from the firm via e-mail to the managing attorney, Jamaal W. Stafford, Esq. and those services will be provided within a reasonable period of time.

Please note that there may be situations in which the firm cannot undertake representation or provide guidance on an issue due to conflicts of interest or other legal issues that could preclude the firm from rendering some or all of the services requested under the selected plan.

Additional charges could apply when, among other things, the services requested are outside the scope of the plan, litigation is required or based on the reasonable conclusion of the managing attorney the services requested require significant time beyond that allotted in the plan.

Please note that because the fees are earned irrespective of whether you actually use the requested services, the plan may not be beneficial for certain customers. To the extent the firm fails to render some or all of the services requested that are available under the plan, however, the fee can be refundable.

You have the right to cancel the subscription at any time, subject to the refundability terms outlined above.

The subscription fees received from the firm will be deposited into the attorney's operating account upon receipt, subject to the refundability terms outlined above.

Fees deposited into the operating account are subject to greater risk, which could make it difficult to get a refund in the unlikely event the firm dissolves. You do have the option of having the funds placed into Trust until the monthly subscription fee is earned at the end of the applicable month. If you desire to have your funds placed in Trust, notify the managing attorney of this desire in writing.

You have the right to consult with other counsel before entering into this agreement.

How Do I Join or Learn More? Contact us by phone at (410) 514-6099 or by email at intake@staffordtrialteam.com for us to schedule a convenient time to meet. We can help you choose a package that best suits your needs.

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