



**U.S. Department of Transportation
West Central Small Business Transportation Resource Center**

By preparing for legal meetings, you can keep costs down by being efficient when speaking with attorneys.

1. Preparation for Meeting with an Attorney:
 - a. Identify specific goals for the meeting
 - b. If you need advice on a specific issue, prepare beforehand

2. Legal Structure Development & Goal Setting:
 - a. Organizational Matters (business entity document & clean up)
 - b. Commercial Contracts (vital provisions every business should include & what things really mean)
 - c. Collection Matters (tools to collecting your accounts payable)
 - d. Litigation Matters (daily things to make life easier)

3. Flat Fees for Fundamental Documents & Reviews:
 - a. Business entity formation & foundational documents
 - b. Terms & Conditions reviews
 - c. Handbook
 - d. Confidential protections for employees & third parties
 - e. Others

Information contributed by Richard W. Castleton, Esq.