

## IPParalegals Flat Fee Filing Services

IPParalegals is a true boutique IP prosecution paralegal and docketing services firm. We offer hourly prosecution paralegal and docketing services billing rates, true flat fee matter filing rates, and discounted retained services rates with our Synergy Plan<sup>TM</sup>.

### What does IPParalegals' flat-fee matter filing include?

Flat-fee services that yield bulletproof results are something bulk preparation houses can't afford to do. As sales driven operations, they are prone to cutting corners to meet production quotas. If it's outside of copying and pasting form data and clicking submit buttons, then it's probably outside their scope of responsibility.

Not IPParalegals. We do more than simply push paper. Our matter filing process demands detailed paralegal work that is QA inspected from top to bottom. Once the initial consultation is completed (approximately 15 minutes) and all supplied items are confirmed as file-ready, our flat fee work then does the rest:

- Initial consultation with you, the attorney;
- Full document preparation & forwarding for attorney review;
- Coordinating with client & attorney regarding formality documents;
- Finalizing and filing the application via electronic submission;
- Reporting the filing;
- Letter to inventor re: IDS (U.S. applications);
- Processing the filing receipt;
- Correction of errors on the official filing receipt;
- Responding to Notices of Missing Parts or Incomplete Application (U.S. applications);
- Prepare and file one IDS ( $\leq 10$  documents) up through publication or Office Action - whichever comes first (U.S. applications).



IPParalegals has never ... ever ... lost an unrecoverable date. That level of accountability is value you can literally bank on.



### IPParalegals does docketing too?

Absolutely. And we don't charge a monthly fee for the privilege of "parking" your matters in a docket system either. In fact, there is no monthly fee - period. Once we've set up a matter in the system, that's it until due date reminders are processed or docket entries are performed.

So if a matter takes all of 0.1 hours in a month to maintain, then you're billed for all of 0.1 hours. If nothing happens over the course of a month then you don't get invoiced for it because, well ... nothing happened.

### Just down the hall ...

For decades our clients have entrusted us with stewardship of their most significant and complicated portfolios. We have earned their confidence through technical mastery, integrity and results. IPParalegals does not practice law, nor do we provide legal advice. We are simply here to make a difference for those who do.

Working with IPParalegals isn't like having your own expert paralegal ... it IS having your own expert paralegal.

Find out how IPParalegals can make a difference for you. Call us toll-free or [visit our website](#) for more information. We're here to help.