STANDARD FEE SCHEDULE

Corporate Record Repair, Systems Architecture, Compliance, Tax, and Advisory Services

Effective November 1, 2026 | Revised November 13, 2026

How NSC Fees Work

Flat, written fees. Every engagement is quoted in writing before work begins, and a quoted fee does not change once the engagement starts.

Accuracy is the product. Fees reflect the time it takes to verify every record, cite every rule correctly, and deliver documents that stand up to a lender, a bank, a state agency, or an attorney's review.

Custom documents start at $300.00. Every governing document, resolution, and agreement is drafted for the client's state, ownership, and structure.

Administrative Fee. Each invoice carries the Administrative Fee in Section 10. The "With Admin Fee" column shows a service billed on its own invoice; combined services cost less because the fee caps at $250.00.

Attorney review. Services marked "Yes" are reviewed by NSC's attorney before delivery. Review is billed at the attorney's rate plus 10% and listed as its own line on every quote.

Government fees at cost. State, county, and federal fees, registered agent service, and other third-party costs are passed through at cost and listed separately.

1. Assessment and Strategy

Where every engagement begins.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Strategy Consultation	60-minute consultation, booked and paid online. One flat price that includes the Administrative Fee and card processing. Credited toward an engagement that begins within 30 days	$250.00	$250.00	Not needed
Discovery Assessment	Entity verification across state records, document and compliance review, gap findings, and an itemized cost proposal, for up to three entities	$450.00	$517.50	Not needed
Additional Entity, Discovery	Each entity beyond three in the same Discovery Assessment	$100.00	$125.00	Not needed
Implementation Roadmap	Sequenced plan built from the Discovery Assessment: phases, dependencies, timing, and costs	$450.00	$517.50	Not needed
Master Structure Charts	Ownership and control charts for a multi-entity structure	$500.00	$575.00	Not needed

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Entity Functionality Guide	Plain-language guide to how each entity type works: operating, parent, and holding	Included	Included	Not needed
Comprehensive Business Plan	Executive summary, market analysis, operations, financial projections, and two revision rounds. The consultation fee is credited	$3,500.00	$3,750.00	Not needed

2. Corporate Records and Governance

Finding and fixing the records that prove who owns and controls the company.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Corporate Record Rebuild	Repair of incomplete or inconsistent records found in the Discovery Assessment: ratification of past actions, missing bylaws and consents, share issuance and ledger corrections, and officer and ownership records, quoted in writing per entity	Quoted in writing	Quoted in writing	Yes
Custom Bylaws	Bylaws drafted for the corporation's state, ownership, and structure. Flat fee; the consent is separate	$300.00	$345.00	Yes
Organizational Unanimous Written Consent	Adopts the bylaws, elects directors and officers, ratifies prior acts, and authorizes banking	$300.00	$345.00	Yes
Share Issuance	Issuance resolution, subscription agreement and receipt of capital, numbered stock certificate, stock ledger, and capitalization table, per corporation	$450.00	$517.50	Yes
Share Transfer	Transfer into a parent or holding company: consent, assignment, new certificate, and updated ledger, per transfer	$450.00	$517.50	Yes
Board or Shareholder Resolution	Any single custom resolution, such as banking, borrowing, or officer changes	$300.00	$345.00	Yes
Bylaws Amendment	Amendment or rider, such as share transfer restrictions that protect an S corporation election	$300.00	$345.00	Yes
Intercompany Agreement	Management services, services, or lease agreement between related companies	$500.00	$575.00	Yes
EIN Application	IRS Employer Identification Number, per entity	No charge	No charge	Not needed
Corporate Formation Package	Available on request. Articles filing service, Custom Bylaws, Organizational Consent, EIN, initial state report, share issuance, bank-ready banking resolution and officer's certificate, Entity Functionality Guide, and Annual Filing Compliance Calendar, for one owner	From $1,950.00	From $2,200.00	Yes

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Articles of Incorporation Filing	Available on request. Preparation and filing of Articles of Incorporation or Organization	From $300.00	From $345.00	Not needed

3. Systems Architecture and Platform Builds

Systems architected around how the company works, and the platforms that run them, owned by the client.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Platform Build	System architecture and build of a client portal, intake and payment flows, or internal tool, designed from the Discovery Assessment and quoted in writing. The client owns the hosting, database, and payment accounts	Quoted in writing	Quoted in writing	Not needed
Platform Support Plan	Monthly maintenance, monitoring, and fixes for a platform NSC built. New features are quoted separately	$250.00 / month	$287.50 / month	Not needed

4. State Compliance and Registrations

Keeping every entity active and in good standing.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Annual Report or Annual Registration	Preparation and filing in any state, per entity	$200.00	$230.00	Not needed
Annual Compliance Plan	Annual report or registration, annual written consent in lieu of meeting, and compliance calendar, per entity per year	$450.00	$517.50	Yes
Reinstatement	Reinstatement of an administratively dissolved entity, including catch-up annual reports, per entity	$350.00	$402.50	Not needed
Foreign Qualification	Certificate of Authority in a new state, including the home-state good standing certificate order	$350.00	$402.50	Not needed
Certificate of Amendment	Name, share, or purpose amendment filed with the state	$300.00	$345.00	Yes
Securities Exemption Notice	State notice filing after share issuance, such as California Section 25102(f)	$200.00	$230.00	Yes
Business License Filing	Business license or tax registration, per jurisdiction	$300.00	$345.00	Not needed
Registered Agent and Business Address Setup	Provider selection, account setup, and address coordination	$300.00	$345.00	Not needed
DBA Filing	Fictitious business name registration and publication coordination	$200.00	$230.00	Not needed

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
D-U-N-S Number Setup	Dun & Bradstreet registration for business credit. The business completes D&B's verification call	No charge	No charge	Not needed
Certificate of Good Standing	Order and delivery of a state certificate, per certificate	$75.00	$93.75	Not needed

5. Tax Filings

Prepared in house.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Form 1120, No Activity	Federal corporate return for a corporation with no income or expenses, per return	$300.00	$345.00	Not needed
Form 1120 or 1120-S, With Activity	Federal corporate return prepared from client-provided books, per return	From $750.00	From $862.50	Not needed
Form 2553	S corporation election: eligibility review, effective date analysis, filing, and follow-up until IRS acceptance	$350.00	$402.50	Not needed
Form 1023-EZ	Application for 501(c)(3) tax-exempt status. The IRS user fee is separate	$500.00	$575.00	Not needed
Form 8822-B	IRS change of business address or responsible party	$150.00	$175.00	Not needed

6. Certifications

Positioning for contracts and supplier programs.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
SBA Certification	WOSB or EDWOSB application through the SBA certification portal	$1,500.00	$1,725.00	Not needed
WBENC Application Management	Full application management with three follow-ups, for a business whose corporate records are complete and current. The certification fee is separate	$3,500.00	$3,750.00	Not needed
WBENC Full-Service Certification	Application management with three follow-ups, plus the corporate record rebuild the application requires: bylaws, consents, share records, ownership history narrative, owner resume, and site visit preparation. The certification fee is separate	$6,000.00	$6,250.00	Yes
Additional WBENC Follow-Up	Each follow-up beyond the three included	$250.00	$287.50	Not needed

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
WBENC Annual Recertification	Annual recertification for a certified business	$750.00	$862.50	Not needed

7. Real Estate and Funding Readiness

Moving assets into the structure and preparing to borrow.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Property Transfer Coordination	Deed and tax record retrieval, attorney coordination, the receiving corporation's consent, capital contribution record, and notification checklist, per property. The deed itself is prepared by a licensed attorney	$500.00	$575.00	Yes
Funding Readiness Package	Borrowing resolution, incumbency certificate, equipment collateral schedule, ownership chart, debt schedule, and lender package assembly	$950.00	$1,092.50	Yes

Monthly services carry a six-month minimum term, then continue month to month with 30 days' written notice. The Administrative Fee applies to each monthly invoice. Government and third-party fees are passed through at cost.

8. Monthly Management Services

Ongoing records and operations support under a signed Management Services Agreement.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Corporate Secretary	Annual Compliance Plan, one routine board or shareholder resolution each month, minute book and share ledger upkeep, good standing monitoring, and priority turnaround, for one entity	$250.00 / month	$287.50 / month	Not needed
Additional Entity, Corporate Secretary	Each additional entity under the same Corporate Secretary service	$125.00 / month	$150.00 / month	Not needed
Business Management	Corporate Secretary for one entity, three hours of operations support each month (vendor management, SOPs, process, and project oversight), and a monthly review call	$650.00 / month	$747.50 / month	Not needed
Fractional Operations	Business Management for one entity, eight hours of operations leadership each month, program and vendor oversight, and a quarterly operating plan and review	From $1,500.00 / month	From $1,725.00 / month	Not needed
Additional Operations Hour	Each hour beyond those included in Business Management or Fractional Operations	$200.00	$230.00	Not needed

9. Mobile Notary

Georgia Commissioned Notary Public, by appointment in metro Atlanta.

Service	What Is Included	NSC Fee	With Admin Fee	Attorney Review
Notarial Act	Each notarial act, at the fee set by Georgia law. The Administrative Fee does not apply	$2.00 per act	$2.00 per act	Not needed
Travel, Metro Atlanta	Travel to the signer's home, office, or closing location, per appointment	$50.00	$62.50	Not needed

10. Administrative Fee

Applied to every invoice, milestone, and retainer installment.

Professional Fees on Invoice	Administrative Fee	Rule
Under $100.00	25% of professional fees	25% ceiling
$100.00 to $166.67	$25.00	Minimum
$200.00	$30.00	15%
$1,000.00	$150.00	15%
$1,666.67 and above	$250.00	Maximum

The Administrative Fee does not apply to government fees, the notarial fee set by Georgia law, attorney review, other pass-through costs, or payment processing fees. It is due with each invoice, collected before work begins, and non-refundable once work begins.

11. Additional Fees

Item	When It Applies	Fee
Attorney Review	Services marked for attorney review, and any additional attorney time a matter requires	Attorney's rate plus 10%
Expedite Fee	Work requested in under five business days, or incomplete intake that requires follow-up close to a deadline	$450.00
Same-Day Service	Work requested for delivery the same business day, when the schedule allows	From $750.00
Additional Revision Round	Each revision round beyond those included with a service	$150.00
Document Reproduction	Documents are delivered once. Each additional copy requested	$25.00 per document
Card Processing	Stripe payments, calculated on the full invoice total and passed through	2.9% plus $0.30

12. Payment Terms

- **Zelle** to lavonne@norrilssignature.com is preferred and carries no processing fee.
- All quotes are issued in writing. New scope is quoted separately in writing before it begins.
- Payment is due with each invoice, and no work begins before payment.
- All sales are final, and no refunds are issued once work is delivered.
- Chargebacks are not accepted and are treated as a breach of agreement, subject to collection action.
- Acceptance occurs upon receipt or use of delivered materials.

Important notice. *Norrils Signature Consulting Inc. is not a law firm, a CPA firm, or a lender. Where state law requires a licensed attorney, such as deed preparation in Georgia, the work is performed by a licensed attorney. Fees listed are NSC professional fees and exclude government, attorney, and other third-party costs. Fees may change for new engagements; a fee quoted in writing is honored for that engagement.*