

**PRICE LIST FOR THE WEBSITE  
LEGAL AND ADMINISTRATIVE OFFICE**

A clear entry into cooperation: retainer support, consultations, standard documents and complex projects.

Short and clear pricing terms without unnecessary overload.

**IMPORTANT. THE BASIC PRICES BELOW APPLY ONLY TO THE SECTION "STANDARD DOCUMENTS AND ROUTINE TASKS".**

They apply to standard documents and routine tasks of ordinary complexity with a standard structure.

If a task goes beyond the standard scope, the final price and scope of work are agreed in advance before work begins.

Retainer support, consultations, hourly support and items priced "from ... EUR" are described under the rules of the relevant sections.

**1. RETAINER SUPPORT**

Easy entry into regular legal and administrative support - without a mandatory annual commitment, unless otherwise agreed separately.

The retainer format is suitable when regular consultations, document review, brief edits, correspondence and day-to-day coordination of documents are needed.

The retainer is not unlimited. The number of consultations, reviews and documents below is given as guidance for a typical monthly workload.

Complex, multilingual, urgent and non-standard tasks are not automatically included in the retainer and are agreed separately.

| Plan                        | Price                | What is usually included per month   | Initial response                 | Additional volume |
|-----------------------------|----------------------|--|----------------------------------|-------------------|
| Start                       | 300 EUR / month      | up to 5 short consultations / calls of up to 15 minutes each; up to 2 reviews of short standard documents; up to 1 standard document   | within 2 business days           | 80 EUR / hour     |
| Business                    | 420 EUR / month      | up to 10 short consultations / calls of up to 15 minutes each; up to 4 reviews of short standard documents; up to 2 standard documents | on the next business day         | 75 EUR / hour     |
| Plus                        | 500 EUR / month      | up to 12 short consultations / calls of up to 15 minutes each; up to 5 reviews of short standard documents; up to 3 standard documents | on the same or next business day | 70 EUR / hour     |
| Individual corporate format | from 990 EUR / month | scope, SLA, call frequency and composition of tasks - by separate agreement  | by agreement                     | by agreement      |

## 2. CONSULTATIONS AND RATES

The consultation increment is 30 minutes. A consultation lasting more than 30 minutes is rounded up to the next full 30-minute interval.

Preliminary review of documents, written conclusions after the consultation and subsequent revision of documents are not included in the consultation fee unless otherwise expressly agreed.

| Service   | Price               |
|---|---------------------|
| Legal consultation  | 50 EUR / 30 min     |
| Legal and administrative-legal support                    | 100 EUR / hour      |
| Contractual and commercial support                        | 90 EUR / hour       |
| Complex contractual, investment and cross-border projects | from 120 EUR / hour |

## 3. STANDARD DOCUMENTS AND ROUTINE TASKS

Basic prices in this section apply to standard documents of ordinary complexity with a standard structure.

The basic price usually includes preparation of one draft standard document in one language, provided that the client gives a clear task and complete source data.

| The basic price usually includes  | The basic price usually does not include  |
|---|---|
| <ul style="list-style-type: none"> <li>• preparation of a document using a standard logic</li> <li>• preparation of one draft document</li> <li>• work based on complete source data provided by the client</li> <li>• formatting within an ordinary standard task</li> </ul> | <ul style="list-style-type: none"> <li>• consultations before or after preparation of the document</li> <li>• negotiations, approvals and correspondence with the counterparty</li> <li>• revisions and additional versions after the first draft</li> <li>• urgency, multilingual work, special analysis and a complex individual structure</li> </ul> |
| Service   | Basic price   |
| Loan agreement  | 55 EUR  |
| Preliminary agreement / letter of intent / memorandum of understanding  | 55 EUR  |
| Sale and purchase agreement   | 55 EUR  |
| Lease agreement   | 55 EUR  |
| Services agreement  | 55 EUR  |
| Commission agreement  | 55 EUR  |
| Agency agreement  | 55 EUR  |
| Mandate agreement   | 55 EUR  |
| Storage agreement   | 55 EUR  |
| Works agreement   | 55 EUR  |
| Confidentiality and non-disclosure agreement  | 80 EUR  |
| Assignment agreement  | 55 EUR  |
| Delegation / debt transfer  | 55 EUR  |
| Set-off agreement   | 55 EUR  |
| Employment agreement  | 70 EUR  |
| Additional agreements and amendments to employment terms  | 60 EUR  |
| Legal review of a draft agreement or contract   | 65 EUR  |
| Preparation of mark-ups and comments to a document  | 65 EUR  |
| Amendments and supplements to existing agreements   | 75 EUR  |

#### 4. COMPLEX AGREEMENTS AND NON-STANDARD PROJECTS

This section covers items where the price depends on the volume of work, the structure of the document or the composition of the project.

For such tasks, the price is agreed in advance after reviewing the assignment.

| Service  | Starting price |
|--|----------------|
| HR documents and employer internal acts                        | from 80 EUR    |
| Investment agreement   | from 500 EUR   |
| Leasing agreement  | from 100 EUR   |
| MSA / framework services agreement                             | from 500 EUR   |
| Legal structuring of transactions and obligations              | from 200 EUR   |
| Multilingual documents   | individual     |
| Cross-border, sanctions, compliance and other special projects | individual     |

#### 5. WHAT RAMUS LEGAL DOES NOT PROVIDE

- court representation and support in court disputes;
- notarial, accounting, audit, valuation and sworn translation services as standalone services;
- other services that expressly require the involvement of an external specialist, unless otherwise agreed separately.

If necessary, such services may be arranged through external specialists and are paid separately.

#### 6. PRICE AND SCOPE AGREEMENT PROCEDURE

- The client sends the task, a description of the expected result and the source documents.
- RAMUS Legal determines whether the basic price applies or whether an individual calculation is required.
- Before work begins, the price, the scope of included actions and the format of the result are communicated.
- Any additional actions are carried out only after separate agreement.
- If the task goes beyond the originally agreed scope, the new price is communicated and agreed separately.

#### 7. IMPORTANT NOTES

- By sending an enquiry or request, the client confirms that they have reviewed this price list and the general pricing logic of RAMUS Legal.
- The final price of a specific task and the scope of work are always communicated and agreed before work begins.
- State fees, notarial expenses, services of external translators, accountants, consultants and other third-party costs are paid separately.
- Special offers and promotions, if published separately, do not automatically amend this price list and apply only under the terms of the relevant separate offer.

RAMUS Legal - legal and administrative office  
Fully remote format. Slovenia, EU and international projects.