

# BILLABLE TIMES

JANUARY 2009

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## BOTTOM LINE SAVINGS!

By Denise Annunciata

In these challenging financial times, is there anything more important to a legal department than saving money on the bottom line?

Using Virtual Paralegal Services to switch your registered agent to National Registered Agents, Inc. ("NRAI") may save up to 50% on that one line item without sacrificing any quality of service and without costing a dime!

In addition to saving 50% on registered agent services, you may save up to 50% on every filing, every certified copy, every apostille and other corporate document you typically order from your service provider.

Does this sound too good to be true?

### The VPS/NRAI Affiliation

My affiliation with NRAI began in 2000. Being a veteran paralegal at that time, my experience with service companies bounced between CT and CSC, depending upon my current employer's preference.

*"Saving 50% on your registered agent services couldn't be easier! And, it's free! Once you've decided to move forward, VPS will conduct a free audit of all states where your company and its subsidiaries do business and create a spreadsheet for your records—and ours. From there, VPS prepares all documents and filings fees are assumed by NRAI."*

I was introduced to NRAI through a colleague who had worked for CSC for years before becoming an NRAI affiliate. Once I began working with the NRAI affiliate group I came to believe that NRAI and its affiliates provided double the service for half the price! There was no going back for me.

So, when VPS was formed in 2006, NRAI became our preferred service company and VPS clients started realizing an average 50% savings across the board.

One VPS client formerly used CSC for representation in 48 states and now saves an estimated \$7,008 annually. Another client doing business in 12 states had used CT, now saves \$1452 annually.

The savings continues when VPS is used to provide filing and document retrieval services. For instance, forming an LLC in DE, using NRAI services through VPS costs \$200.00. Or obtaining an apostille from Massachusetts, \$46.00. Compare that to the invoices that come across your desk from competitive companies. The savings is substantial. And, the service is exceptional.

### Free Audit

Saving 50% on your registered agent services couldn't be easier! And, it's free! Once you've decided to move forward, VPS will conduct a free audit of all states where your company and its subsidiaries do business and create a spreadsheet for your records—and ours. From there, VPS prepares all documents and filings fees are assumed by NRAI.

To determine the potential savings for your legal department, contact Denise Annunciata at 508-405-1943 or email at: [denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com).

### About NRAI

NRAI was established nearly 20 years ago by its management team consisting of industry veterans with over 30+ years each handling registered agent services for large and small companies alike. NRAI's mission is to provide the outstanding customer service for a fair price in a user-friendly environment. NRAI's registered agent network is rigidly monitored for adherence to procedures. NRAI's legal team ensures that procedures remain fail-safe, and constantly monitor the laws of each jurisdiction affecting Service of Process. For more information, visit [www.nrai.com](http://www.nrai.com).

## ABOUT VIRTUAL PARALEGAL SERVICES

Virtual Paralegal Services provides **outsourced paralegal assistance** to legal departments for paralegal projects that do not justify hiring additional staff (i.e., reviewing contract or lease files, organizing e-files, organizing company records books, managing subsidiary reorganizations, assisting in due diligence, post-merger clean-up, IP clean up, etc.).

VPS provides on-demand assistance as required—whether for quick research, general corporate assistance or the handling of a particular project.

VPS establishes relationships with each client. Since VPS paralegals are senior parale-

gals with substantial corporate or intellectual property experience, VPS quickly becomes an extension to your team. You can be confident that every project will be handled professionally, expeditiously and cost-effectively.

For more information, contact Denise Annunciata at 888-600-4992 or email at: [denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com)



## VPS SECTIONS

### ◆ General Corporate and Transactional Assistance:

**Denise Annunciata**  
[denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com)

**Joanne Wolforth**  
[joanne@virtualparalegalservices.com](mailto:joanne@virtualparalegalservices.com)

### ◆ Intellectual Property

[holly@virtualparalegalservices.com](mailto:holly@virtualparalegalservices.com)

## ANNUAL REPORTS CALENDAR

The following states require annual reports due in the first quarter of 2008:

**Delaware** Corporations - on or before March 1st.

**Iowa** profit corporations before April 1.

**Maryland** corporations, LLCs, LP, LLPs before April 15

**Massachusetts** corporations on or before March 15th (if **Mississippi** corporations before April 1

**Montana** corporations and LLCs before April 15.

**Nebraska** (biennial) before March 1.

**New Jersey** corporations before April 15th (if the company's FYE is 12/31).

**New Mexico** corporations on or before March 15th (if the company's FYE is 12/31)

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**Rhode Island** corporations - on or before March 1st (if the company's FYE is 12/31).

**Vermont** corporations and LLCs on or before March 15th 9if the company's FYE is 12/31).

**West Virginia** corporations, LLCs, LPs and LLPs on or before April 1st.

The following states require annual reports to be filed on or before the anniversary date of organization/qualification:

AZ, CA, CO, CT, ID (biennial), IL, IN, LA, NV, NY (biennial), OR, SD, UT, WA, WY

This list is meant as a quick reference. If you have specific questions or need assistance, please contact Denise Annunciata at [denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com)

Leveraging **on-demand paralegal assistance** is a sound strategy resulting in:

- Increased productivity
- Maximized resources
- Low overhead
- Increased bandwidth
- More reasonable client bills
- Improved profits

***Turbo Charge Your Practice!***

Virtual Paralegal Services, LLC  
60 Eaton Road  
Framingham, MA 01701



**VIRTUAL PARALEGAL SERVICES**

**Virtual Paralegal Services™ (“VPS”)** provides outstanding **on-demand paralegal services** exclusively to lawyers. Whether you need quick research, help on a specific project or on-going assistance, VPS strengthens your legal team as an **experienced, affordable and fast-responding team member**.

Outsourcing paralegal services by using VPS allows you to **control costs and increase revenues** while securing the **competitive advantage** of outstanding paralegal assistance. For more information contact Denise Annunciata at [denise@virtualparalegalservices.com](mailto:denise@virtualparalegalservices.com) or 508-405-1943.

**VPS paralegals specialize in:**

- General Corporate
- Securities/Blue Sky
- Transactional Assistance
- Real Estate
- Litigation
- Due Diligence/Factual Research
- Intellectual Property

**LET'S DISCUSS HOW VIRTUAL PARALEGAL SERVICES CAN TURBO CHARGE YOUR PRACTICE.**

**Contact:**

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Denise has 21+ years experience as a paralegal and a paralegal manager at a national law firm. Her practical paralegal experience has been as corporate paralegal in various law firm and in-house positions where she served as a sole paralegal, a member of a paralegal team and a paralegal manager. In addition to providing paralegal services to VPS clients, Denise is also the founder of LeapLaw™ ([www.leaplaw.com](http://www.leaplaw.com)). LeapLaw serves as the primary knowledge base and forms database for VPS and assists Denise and other VPS paralegals in offering efficient and cost-effective services.



