

**T. S. WROBEL & ASSOCIATES**  
**ATTORNEYS AT LAW**

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*The Historic Flood Building*  
*870 Market Street, Suite 645*  
*San Francisco, California 94102*  
*(415) 928-4161 Fax 877-744-4217*  
*info@tswrobel-law.com*

Antonio M. Mendoza  
936 Vienna Street  
San Francisco, CA 94112

**Re: Nonprofit Counsel Annual Retainer Program**

**26 November 2008**

Dear Mr. Antonio M. Mendoza,

Congratulations on your nonprofit status; we wish you great success in your organization's mission. In order to further support your mission, we would like to offer our law firm's assistance in maintaining your organization's corporate and tax exempt status. If you are interested in this support, the agreement and the description of the ongoing support services are provided below for your consideration and acceptance.

**Program Includes**

While you retain our services, appointments can be made with an attorney at any time. You may also email us to get prompt answers to your legal questions. Our ongoing nonprofit counsel services include preparing your annual state registrations and seven hours of legal consultation annually. This does not include filing Form 990 or state tax returns, which should be completed by your accountant. Also see the attached, detailed description.

**Cost and Payment Procedures**

We have agreed to perform this service at a set fee of **\$1,650 yearly**, plus any government filing fees. Our firm will be retained under this program once we have received this signed Engagement Letter, and a **full payment retainer check of \$1,650 for our fees, or the attached credit card authorization for \$137.50 monthly payments**. Payments by check should be made payable to Thomas Wrobel. If you wish to pay on a monthly basis by credit card, please use the attached form. Contact our receptionist or legal assistant at 415-928-4161 for any assistance that you require.

Once you return this engagement compliance and the retainer or credit card authorization form, we will contact you to set up an initial compliance consultation. We will assist you in answering any questions you have concerning the process.

Our firm's policies require that we enter into written agreements with all of our clients. We will be representing the nonprofit corporation, not you individually. Please acknowledge your acceptance of the above terms by signing and dating this letter below. Thank you for the opportunity to help you fulfill your mission.

Truly Yours,

/TSW/

Thomas S. Wrobel

APPROVED AND AGREED TO:

SIGNATURE:

*Antonio M. Mendoza*

DATE:

*2 January 2009*

NAME/TITLE: Antonio M. Mendoza, President

Note:

Please, be informed that mode of payment for the Annual Retainer Program of CYDF USA, Inc. shall be done by check to be mailed on a monthly basis in the amount of \$137.50.

*Mendoza*  
2 Jan 09



# T.S. Wrobel & Associates

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Since 1997, T. S. Wrobel & Associates has helped hundreds of nonprofit organizations to obtain and maintain their 501(c)(3) non-profit status. Let us help you be successful over the long term.

## **ONGOING GENERAL COUNSEL RETAINER PROGRAM – ONLY \$137.50 MONTHLY**

- 1. Representatives from your organization will have priority access to a nonprofit attorney to quickly answer your compliance questions as well as address general legal issues facing your nonprofit.**
- 2. You can take advantage of up to seven hours of attorney billable hours. Unused hours are transferable to future years, as long as you stay with our Annual Retainer Program.**
- 3. Our office will prepare all annual filings required by the state and federal government, excluding federal Form 990 or state tax return equivalent.**
- 4. We will provide your organization with helpful sample templates such as:**
  - Sample receipts for donations
  - Sample minutes of your board of directors meetings
  - Sample agenda for conducting board of directors meetings
  - Conflict of Interest Policy, and Compliance Guide, (if not received from our office)
  - Fiscal Responsibility Policy
- 5. You will also receive Resource Guides and Helpful Checklists for your Organization, including:**
  - Fiscal Responsibility compliance checklist
  - Employment compliance checklist and guide
  - A free Fundraising Guide
  - Written Instructions on bank accounts and other corporate procedures, (if not already received from our office)
  - A free Toolkit and Reference Guide on How to Maintain your Corporate and Tax Exempt Status, (if not yet received from our office)

**Fees:** T. S. Wrobel & Associates provides this **Ongoing General Counsel Retainer Program**, at an affordable set fee of **\$1,650, plus any government filing fees for annual filings.** This results in **15 % savings off of our normal hourly billing rate of \$275 an hour, plus you will have priority access to the attorney for your quick questions and will receive all the helpful guides, checklists and sample documents.**

This is a **\$2,500 value** available to you for \$1,650. We also make it available to you for an easy monthly payment of **only \$137.50 per month.** To discuss our fees and our services, please contact T. S. Wrobel & Associates directly at 1-800-928-4161, or by email: [info@tswrobel-law.com](mailto:info@tswrobel-law.com).