

## **Avoid Problems with Preventive Law**

■ Smart business owners and managers reduce costs and avoid legal problems with preventive law practices. With the help of a lawyer, businesses can avoid disputes, injuries, and damage claims and can help strengthen their defenses when lawsuits are unavoidable. Preventive practices are much less expensive than legal problems down the road.

## **Legal Checkups Detect Problems**

■ Legal checkups - are something like an accountant's financial audit or medical examination given by a physician.

During a legal checkup, your lawyer examines business records and practices and recommends steps that you can take to protect the legal health of your business. In a typical legal checkup your lawyer will review documents such as your Articles of Incorporation, corporate minute book, purchase order forms, sales contracts, employment agreements, and loan agreements. Afterwards you will receive a written report summarizing findings and recommendations.

## **Contracts Prevent Legal Problems**

■ Contracts provide an important opportunity for you to prevent legal problems. Your lawyer can help you to negotiate contracts that will protect your rights and help you avoid disputes with your suppliers and customers. Your lawyer can also preview and negotiate your commercial lease, and employment agreements with key employees.

## **Legal Strategies That Minimize Litigation Risks**

■ Your lawyer can help you take steps to reduce the likelihood of lawsuits and win lawsuits that are unavoidable. To help you avoid lawsuits, your lawyer can recommend various procedures to be followed by managers and rank-and-file employees.

## **Tax Planning and Tax Preparation**

■ A lawyer can save you income taxes, avoid costly mistakes and plan for your retirement. Our firm offers tax planning, tax advice and computerized tax preparation. Tax preparation should be more than just filling out forms. Your attorney should help you maximize deductions and suggest special tax reduction strategies, communicate with you about changes in the tax laws and provide effective representation in the event of an audit by the IRS or Hawaii Department of Taxation. Careful planning and good advice can help you reduce corporate or other business taxes.

## **Advice About Business Law**

■ You should contact a lawyer if you are buying, starting or selling a business. A lawyer can give you advice about how to start a business, whether to incorporate or form a partnership, help you prepare a business plan and give you suggestions on financing. A lawyer can register your trade name, review and negotiate a commercial lease, prepare employment agreements for your key employees and advise you how to comply with the tax laws, and resolve discrimination claims or other disputes with employees.

## **Estate and Retirement Planning**

■ Your attorney can help you design a retirement plan and give you advice about buy-sell agreements, corporate pension plans and other employee benefits.

## **PREVENTIVE LAW CHECK LIST**

### **✓ Business Organization**

- Articles of Incorporation, By Laws
- Partnership Registration
- Trade Name, Copyrights

### **Tax Reduction Strategies**

- Tax Compliance
- S - Corp. Election
- Tax Preparation

### **Human Resources**

- Personnel Policies
- Employment Contracts
- ADA and Civil Rights Compliance

### **Retirement Planning**

- Buy - Sell Agreements
- Profit Sharing Plans

### **Use of Prepared Forms**

- Contracts
- Purchase Orders
- Commercial Leases

## **The Cost of Doing Nothing**

■ The cost of inaction is always sudden, unexpected and often catastrophic. That's why your business needs a legal checkup. Let us review your existing business structure and perhaps suggest a few good tax reduction strategies.

The next step is yours, so call us today for your complimentary business law checkup.



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