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# Legal Services for Businesses

## How We Can Help



### Steffan & Associates, P.C. Attorneys at Law

Experienced Attorneys  
Providing Personalized Attention

2411 Old NC 86  
Hillsborough, NC 27278

Visit our Website:  
[www.steffanlaw.com](http://www.steffanlaw.com)

### Firm Profile

Steffan & Associates, P.C. is a general practice firm, so we are able to meet our clients' needs in many types of matters. We assist our clients in:

- Business Law
- Real Estate
- Estate Planning (Wills)
- Estate Administration (Probate)
- Family Law
- Personal Injuries
- Workers' Compensation
- Civil Trials

### Attorney Profile

**Kim K. Steffan** founded this firm in 1996. She has practiced law serving Orange and surrounding counties since 1986. She earned her undergraduate degree from Duke University in 1983, and her Juris Doctor from the University of North Carolina at Chapel Hill in 1986.

Ms. Steffan has served for over 10 years on the Regional Advisory Board of the UNC Small Business and Technology Development Center. She frequently serves as a guest lecturer on small business legal topics to classes and to civic and community groups. She is a member of the Hillsborough/ Orange County Chamber of Commerce.

Steffan & Associates, P.C.  
Attorneys at Law

**Kim K. Steffan**

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## Legal Services for Business

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#### Business Organization

Choosing the right entity for your business will save you time and tax dollars. Setting up the entity correctly is essential to getting all of the benefits that you are seeking.

In this critical set-up stage we will:

- Provide Advice on Choosing the Right Entity:
  - Corporation
  - Limited Liability Company (LLC)
  - Partnership
  - Joint Venture
  - Sole Proprietorship
- Prepare and File Your Organizational Documents
- Prepare Shareholder and Management Agreements
- Work as a Team with Your Accountant or Other Tax Professional

#### On-Going Business Needs

As your business grows and changes, you will be faced with many choices and decisions. To help assist you during these stages, we will:

- Prepare and Review Contracts, including Purchase/Sale, Employment, Non-compete, Non-disclosure, Leases, and Security Agreements
- Conduct Negotiations
- Assist in Business Planning
- Assist in the Purchase or Sale of a Business or Assets
- Provide Advice on Employment Law Questions or Issues

#### Business Litigation

In the event that litigation is ever necessary throughout the life of your business, our office provides exceptional representation for:

- Contract Disputes and Breach of Contract Litigation
- Shareholder Disputes
- Business Torts, including Misrepresentation, Interference with Contract, and Unfair Trade Practices
- Injunctive Relief and Damages

#### Our Mission

Helping small and medium-sized businesses start up and grow is very rewarding. We enjoy the enthusiasm and energy business owners bring to their ventures.

We want our business clients to have the best quality legal advice, in a setting where they receive personalized attention. A small business client should not have to worry about being just another file folder in his or her lawyer's office.

The realities of the business world demand prompt turnaround times. We meet that need. A lawyer who is too slow in reviewing a contract can cost his or her client the deal, or can cause the client needless anxiety. We're here to help, not to complicate the situation.

Our experience as trial attorneys helps us take a preventive approach to planning and drafting in business transactions. Since litigation is more time-consuming than good planning and drafting, it is very true that an ounce of prevention is worth a pound of cure. However, when litigation is necessary, we are there to protect your interests.