



RUPPERT



company

*Innovation is the only way to **WIN.***

- Steve Jobs

A WELCOME LETTER FROM

THE RUPPERT CO., LLC

On behalf the of the entire team at **The Ruppert Co., LLC (RCo.)**, I would like to thank you for selecting our firm for your legal and consulting needs. We certainly appreciate your business, so RCo. wants to make sure you are receiving **EXCEPTIONAL CLIENT SERVICE** in all interactions with our firm.

We hope the enclosed packet is helpful. **If there is anything you think RCo. could do to provide services more effectively, please let us know.**

This packet contains the following items:

- General Contact Information;
- Information about Confidential Communications, Billing & Scheduling;
- Client Information Form; and
- Copy of your signed Engagement Agreement.

We truly appreciate the opportunity to work with you.

Best regards,



Jeffrey A. Ruppert, Founder & Principal Attorney



GENERAL CONTACT INFORMATION FOR **THE RUPPERT CO., LLC**

OFFICE ADDRESS:

35 East Gay Street Suite 250
Columbus, OH 43215
[Link to Google Map](#)

PHONE & TEXT:

Office Phone: (614) 423-9461
Jeff Ruppert Cell: (937) 903-6544
Fax: (614) 547-8031

EMAIL, SOCIAL & NET:

Jeff Ruppert Email & Google Hangout / chat: jruppert@theruppertco.com
Jeff Ruppert Twitter: [@jaruppert](https://twitter.com/@jaruppert)
RCo. Twitter: [@theruppertco](https://twitter.com/@theruppertco)
RCo. Website: theruppertco.com & ruppert.company
RCo. Facebook: <https://goo.gl/tJwTzV>
RCo. #Slack Channel: <https://theruppertco.slack.com>



CONFIDENTIAL COMMUNICATION WITH **THE RUPPERT CO., LLC**

At RCo., we pride ourselves on our ability to **communicate with clients in a variety of simple, efficient and cost-effective ways**, be it by phone, text, gChat, email or shared cloud files.

However, we understand that some occasions require even greater **SECURITY** and **PROTECTION**. For such "eyes-only" documents and communications, RCo. utilizes a variety of security mechanisms to protect client communications and documents. Such services are available at counsel's suggestion or client request (generally at no additional cost); these user-friendly solutions include:

- **VPN masking;**
- **password protected online client portal/vault;**
- **encrypted file hosting & transfers;**
- **encrypted email; and**
- **secure chat.**

[WHY MIGHT I NEED ENCRYPTION?](#)

Please raise any special security and/or confidentiality concerns or questions that you may have..

If you need to send an immediate secure, encrypted file for review, use the below link:

[SEND RCo. AN ENCRYPTED FILE:](#)



FLEXIBLE BILLING SOLUTIONS OFFERED BY **THE RUPPERT CO., LLC**

At RCo. we do our best to find **PAYMENTS THAT WORK FOR YOU.**

Has it been awhile since you wrote a paper check? Yeah, we don't write many either. In fact, while we are happy to accept checks, **we encourage our clients to pay for legal services by credit card or other digital options.** We offer a WIDE range of credit card / digital payment options (we even accept bitcoin)(click to see the options):

[PAYPAL /CREDIT CARD](#) [PAYPAL DIRECT PAYMENTS](#) [SQUARE CASH DIRECT PAYMENTS](#)

[RCo. / COUNSEL.SOLUTIONS FLAT FEE SQUARE PAYMENTS](#) [PAY WITH BITCOIN](#)

While some retainer and flat fee payments are due at time of service, **RCo. sends most invoices at the beginning or the 15th of each month.** Your Client Engagement Letter will generally tell you when to expect your invoice.

Invoices are generally sent by email; please let us know if you prefer regular US Mail.



SCHEDULING TIME WITH

THE RUPPERT CO., LLC

We aren't tied to our office.

For your next meeting, let us know if it works better for RCo. to **COME TO YOU.**

Or meet us for coffee - we may even buy you a cup!

Calls, video chats, Google Hangouts, texting and #Slack time works too. **WE'RE FLEXIBLE.**

Scheduling time is easy. Check availability and schedule your appointment by using this link:

<https://calendly.com/jruppert>

QUESTIONS?

Don't hesitate to use any of the methods on our Contact page to get in touch with us.

We're here to help.

THANK YOU FOR YOUR CONFIDENCE IN THE RUPPERT CO., LLC

