

LETTER OF AGREEMENT FOR LEGAL SERVICES

1. The purpose of this letter is to set forth and confirm our understanding with respect to the agreement for your payment of attorneys' fees and costs, and our rendering of legal services on your behalf.

2. You have retained this firm to represent _____ in connection with _____. You acknowledge that we have made no promises or guarantees regarding the outcome of your case. Rather, we have discussed with you the unpredictability of most legal matters, especially litigation.

3. As we discussed, I anticipate that your needs for legal services _____.

3A. For your information, the charges for services rendered by my employees and associates are presently as follows:

3B. As I previously informed you, the firm shall bill you for services rendered at the prevailing hourly rates which currently are as follows:

Partner	\$140.00/hour
Law Student/Clerk	\$ 60.00/hour
Paralegal Assistant	\$ 50.00/hour
Litigation Management Assistant	\$ 15.00/hour

The reason for the variety of hourly rates and services is so that we can provide the most cost efficient and thorough services to the client at fees which are competitive with our peers and reasonable for the client.

4. The rates quoted above reflect only the fees for services to be rendered, and there will be additional charges for out-of-pocket expenses such as filing fees, court costs, and the like.

5. Because we shall commence work on your matter immediately, it is requested that you provide a fee and costs retainer in the amount of \$ _____ against which payment for services and costs may be drawn, when earned or incurred.

5A. This letter acknowledges receipt of your fees and costs retainer in the amount of \$ _____ against which payment for services and costs may be drawn, when earned or incurred.

6. You will be billed by this firm for the services of attorneys, legal assistants, plus costs and expenses. You will receive an itemized billing statement shortly after the last day of each month reflecting a transfer from your trust account balance to the general account and/or a balance which is then due. We request payment within twenty (20) days from the date of the statement. If payment is not timely made upon an unpaid balance, there may be a FINANCE CHARGE of one and one-half percent (1-1/2%) per month upon the balance unpaid as of the last day of the next billing month. Continued non-payment gives us the right to withdraw as your attorneys.

7. If it becomes necessary to take the deposition of a party or other witness, we shall forward the billing statement of the court reporter for services and preparation of the transcript to you for direct payment to the court reporter in a timely fashion.

8. If appropriate and necessary to the complete preparation of your case, we shall obtain your verbal approval for the utilization of our private investigator. He or she will then make separate arrangements with you to provide you with an itemized billing statement for services rendered and costs incurred.

9. In other cases where it is necessary to employ the services of an expert lawyer, accountant or other professional, we would appreciate your making separate arrangements with that person or firm to provide you with an itemized billing statement for services rendered and costs incurred.

10. We appreciate your expression of confidence in our work, and assure you that we will strive to obtain a resolution of this matter in a professional and cost-effective manner. Your duty is to cooperate fully and to keep us advised of current whereabouts.

11. Please feel free to call me if you have any questions regarding the fee agreement as set forth herein. If not please execute the enclosed photocopy of this letter and return it to my office at your earliest convenience.

Yours very truly,

Enclosure

ACKNOWLEDGED AND AGREED

Dated: _____

By: _____

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