

## FEE AND RETAINER POLICY

**Consultation:** For an initial consultation, my fee is primarily based on the time which I spend with you. If the consultation reveals that the laws or facts of your case need to be studied further, I will discuss this step - and the fee - with you, prior to proceeding with the case.

**Standard Fee:** I will quote a fixed fee for standardized services, such as some real estate transactions, a simple incorporation, or the drafting of routine Deeds and Wills.

**Variable or Hourly Fees:** In many matters I will charge an hourly rate. I will be pleased to furnish you with an idea of the approximate time I will spend on the matter. This figure, however, can only be a rough estimate.

The hourly fee will be based on work done for you. The various matters which are billed as part of my hourly fee, include:

- Telephone Calls
- Court appearances
- Conferences with you, other attorneys, possible witnesses and others
- Preparation of pleadings, suit papers, legal documents and proceedings
- Investigative research
- Research of legal issues
- Preparation for trial
- Travel time out of the office

**Retainers:** This office, like most law offices, often requires payment of a reasonable retainer fee.

This fee is basically a deposit for my time. I may also require a deposit for costs and expenses. I will expect you to sign a Retainer Agreement, which outlines my obligations to you and yours to me, before I proceed with your case.

## COSTS

Costs are always kept separate from my fee. I will keep a record of all costs incurred in your behalf. Costs include, but are not limited to, long distance telephone calls, photocopies, mileage, postage for specially handled mail, court reporters, and notaries public. I will include a listing of costs in your monthly statement. In almost all cases, even in contingency cases, you will be responsible for costs.

## HOW I COMPUTE MY FEE AND BILL YOU

**Computing:** I will keep accurate records of the time expended and services performed on your matters, which will be shown on your monthly bill. In addition, you will be billed for actual disbursements, such as costs, made on your behalf.

**Billing:** You will be billed around the first of each month. I expect payment promptly. In many cases, a finance charge will be assessed on accounts 30 days delinquent.