## **FEE AGREEMENT**

## **ATTORNEY'S FEES**

( ) Retainer is non-refundable

The attorney's fee in this matter will be set as follows: ( ) Minimum retainer of \$ ( ) Number of hours of attorney time covered by retainer is \_\_\_\_\_ ( ) Other \_\_\_\_\_ This office will bill you: ( ) Monthly on \_\_\_\_\_ of each month ( ) Upon completion ( ) Other arrangement ALL BILLS ARE PAYABLE UPON RECEIPT. IF YOU DO NOT PAY WITHIN 30 DAYS OF RECEIPT, YOUR ACCOUNT WILL BEGIN TO ACCRUE INTEREST CHARGES. **RETAINERS** Retainer of \$\_\_\_\_\_\_ is to be applied ( ) towards fee and out-of-pocket expenses ( ) towards fee ( ) towards out-of-pocket expenses. ( ) Retainer is refundable

## **COSTS AND EXPENSES**

Typical out-of-pocket expenses (NOTE: these are not attorney fees) for this matter may include:
( ) Costs such as court costs, filing fees, process server fees, deposition costs, sheriff or clerk
of court fees, investigator's fees, etc.
( ) Abstracting charges or title insurance premiums, clerk's recording fees.
<ul><li>( ) Photocopying, long distance telephone, postage, and travel costs.</li><li>( ) Other</li></ul>
( ) Other
Estimate for costs and expenses (not including attorney's fees):
( ) Expected to range between \$ and \$
( ) Not expected to exceed \$
( ) No expenses expected
NOTE: This is an estimate for your convenience; it is not a guarantee.
110 12. This is an estimate for your convenience, it is not a guarantee.
If the above properly sets forth our agreement, please sign below and keep one copy. Return the original together with your check in the amount of \$
We will draw \$ towards attorney fees and apply \$ towards
We will draw \$ towards attorney fees and apply \$ towards out-of-pocket expenses as outlined above. If we do not receive the signed original of this
agreement (you retain the copy), and your check withindays, we shall assume that you
have obtained other counsel and shall mark our file "CLOSED" and do nothing further. Thank
you.
Dated:
Dated
Attorney at Law
Attorney at Law
The above is understood and agreed to by me.
Dated:
Client