



, 2005

Re:

Dear

Thank you for selecting our firm to assist you with the advice, counsel and representation relating to _____. Our experience has shown that a clear understanding of our respective roles and responsibilities helps both client and lawyers to benefit from our relationship; for that reason, it is our policy to provide a written confirmation of our agreement with respect to our professional services, fees and billing in this matter.

SCOPE OF PROFESSIONAL SERVICES

I anticipate that our services will consist of conferences, _____
_____ in
the above matter and pursuing such actions and positions. If the scope of the agreed-upon services is to be altered, we should so agree in writing.

FEES

Our fees will be based on the respective standard hourly rates of the attorneys or legal/staff assistants rendering the services.

The enclosed "Standard Client Billing Policy" is incorporated as a part of the terms of our engagement. That policy and this letter comprise our legal services agreement with you. We will send you monthly statements itemizing the legal services performed and the costs and disbursements incurred. Prior to billing, statements are reviewed to assure their accuracy and fairness. Payment of such invoice is due upon receipt.

OUR COMMITMENT TO EXCELLENCE

It is our goal to provide legal services of the highest quality in the most efficient, timely and responsible manner possible, consistent with our code of professional responsibility and prior commitments to our clients. You can expect the following from us in providing legal services:

- (1) To maintain the information you provide to us in confidence, in accordance with established professional standards.
- (2) To provide our best advice about certain potential actions and positions and to pursue the position elected by the client.

- (3) To provide prompt responses to questions and requests.

YOUR RESPONSIBILITIES

To serve you efficiently and effectively, we need your commitment to the following important responsibilities:

- (1) Provide accurate and complete information to us with respect to the proposed action in a timely manner.
- (2) Follow recommendations for pursuing such actions, unless you accept the consequences of refusing our recommendations.
- (3) Ask us if you do not understand any aspect of our advice.
- (4) Pay our invoices within thirty (30) days of receipt, unless you have made other arrangements with us in writing.

We appreciate the opportunity to assist in this important project and want you to be pleased with both our services and our charges. Whenever you have any questions regarding our services, our monthly statements or the status of your matter, please contact me or any of my colleagues with whom you are working.

We also welcome inquiries that aid us in maintaining your confidence in our firm. If you are at any time concerned, unhappy or dissatisfied with the services that we are rendered, please promptly discuss your concerns with us.

To confirm your acceptance of the terms of our agreement, please sign the enclosed copy of this letter and return it to me in the envelope provided. In addition, we require a retainer deposit by our new clients against which we will invoice for services rendered. Please remit a retainer of \$____.00 payable to Martin & Squires, P.A.

MARTIN & SQUIRES, P.A.

By _____

____:_____

Enclosures

Date: _____, 2005
