

# FEE AGREEMENT

## ATTORNEY'S FEES

The attorney's fee in this matter will be set as follows:

- Fixed Fee of \$\_\_\_\_\_
- Hourly Rate at \$\_\_\_\_\_ per hour plus \_\_\_\_% of amount\*  recovered saved
- Estimated Fee in the range of: \$\_\_\_\_\_ to \$\_\_\_\_\_
- Contingent Fee of \_\_\_\_\_  saved  recovered  other \*Contingent contract and statement of client's rights signed as required
- Fee determined on all relevant factors
- 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.

Unearned portion of 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.
- Photocopying, long distance telephone, postage, and travel costs.
- 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.

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 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 within \_\_\_ days, we shall assume that you have obtained other counsel and shall mark our file "CLOSED" and do nothing further. Thank you.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Attorney at Law

The above is understood and agreed to by me.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Client

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