



## **PROFESSIONAL SERVICES RETAINER AGREEMENT**

We are pleased to have been retained by ABC LAW FIRM, LLC in the case of JOHN DOE v. ACME CONSTRUCTION CO., INC. and are providing this Retainer Agreement to confirm our mutual understanding of the terms of our relationship.

**Fees:** Our services are billed hourly for casework as follows: *Personal Injury* - \$\_\_\_\_; *Marital Law* - \$\_\_\_\_; *Workers' Compensation* - \$\_\_\_\_. Reasonable and customary expenses such as mileage, postage, tolls, phone calls, etc., will be billed as incurred.

**Fee Deposits:** A deposit fee/retainer of \$\_\_\_\_ is required for all cases with the exception of marital law and workers' compensation cases. A deposit fee/retainer of \$\_\_\_\_ is required for all marital law cases. Effective with the first invoice, this deposit is fully applied to charges incurred. Any fees and costs incurred in excess of the amount of fee deposit will be invoiced and due upon receipt.

**Fee Estimates:** When requested, fee estimates will be provided, but shall not be considered binding.

**Billing:** Fees will be invoiced approximately every 30 days and are payable upon receipt. Should payment be tardy, Leslie Vocational Consulting shall have the right to impose interest charges at the rate of 1.5% per month (18% per annum) on any balances not paid within 30 days of the invoice date.

**Payment Responsibility:** Referring party is solely and completely responsible for payment of all billing generated by Leslie Vocational Consulting under the terms of this agreement, without regard to any of the following: (a) professional conclusions reached, (b) legal outcomes resulting, and (c) benefit any other party/-ies might have realized.

**Shared Payment Responsibility:** It shall be the referring party's responsibility to inform Leslie Vocational Consulting promptly when payment responsibility is to be shared with any other party, such as when co-counsel is involved.

**Non-Payment:** Where payment is tardy, Leslie Vocational Consulting retains the right to withhold final reports until such time as accounts are brought current. Fees are due upon receipt even if a formal report has yet to be prepared. All outstanding fees must be paid prior to appearance at any trial or other hearing.

**Collection:** In the event that the referral source defaults in payment of any amount due under this agreement, Leslie Vocational Consulting shall be entitled to recover reasonable attorneys' fees and court costs (including any reasonable attorneys' fees and court costs incurred on appeal).



Revised 10/01/13