

A. Nicole Weaver, Esq.

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Date: _____

Client name
address

Dear Mr., Mrs., Ms:

You have agreed to retain me, A. Nicole Weaver, Esq., to represent you as your attorney to handle the legal issues of _____. I undertake to advise and consult with you in respect to the aforementioned issue.

In consideration for my services, and as my compensation therefore, you agree to pay me promptly a retainer fee for ____ hours of service billed at \$225.00 (two hundred twenty five dollars) per hour totaling \$____(_____ dollars). However, after the initial _ hours initially retained is spent in services rendered or costs, if my services continue to be needed, another retainer fee for _ hours of service billed at \$225.00 (two hundred twenty five dollars) per hour totaling \$____.00 (_____ dollars) will be owed prior to continued rendering of services on this issue. Each retainer shall be perpetual upon every instance that my proven time and expenses have reduced the previous retainer to \$100.00 or less. As such I shall contact you at that point for the next retainer sum, and shall provide you with evidence of my time and costs. Furthermore, you agree to compensate me at the rate of \$225.00 (two hundred twenty five dollars) per billable hour for each additional billable hour that exceeds the prepaid _-hour retainer should it be exceeded before I have had a chance to notify you. Should any proportion of the retainer fee go unused, it may apply toward other legal services I may provide you from time to time until it is completely spent. Additionally, you will pay out-of-pocket expenses incurred by me, A. Nicole Weaver, Esq. Out-of-pocket expenses include, but are not limited to, costs of filing papers, court fees, process servers, witness fees, court reporters, long distance telephone calls, parking, travel [travel must be approved prior to any purchase], per diem of twenty (20 dollars) per meal, hotel costs, and photocopies (billed at 10 cents per copy) which are not normally made by me, but requested by you. Such compensation and disbursements shall be paid for or reimbursed to me monthly within 10 days after I furnish you with evidence of billable charges and costs. Should you miss a payment deadline you shall be charged a \$25.00 late fee. Additionally, should you default (fail to pay any portion of your bill within 30 days of the invoice date of receipt) you shall also be responsible for paying the 30%

collection fee on any unpaid bill. (Please note that the rate of \$225.00 per billable hour applies only to cash or check transactions. If you wish to pay by credit card via Pay Pal you will be responsible for a 3.2% handling charge in addition to my compensation and reimbursements.)

The commission I receive shall cover the handling of the issues of _____. However, should the legal matters for which you have hired me persist beyond one years time, and you choose to continue using my services, you agree to sign another retainer agreement similar to this reflecting my yearly rate increase (increase is subject to agreement between us).

If you should decide to discontinue my services in this matter at any time, you shall be liable for my time computed at the rate of \$225.00/hour.

I promise to keep you informed of all developments as they occur, and to keep you informed of all incoming and outgoing correspondence immediately after it is generated/received. I will personally handle your matter, preparing all necessary papers and documents.

The Laws of the State of Florida shall govern this agreement.

I look forward to working with you on this matter. Kindly indicate your understanding and acceptance if the above terms correctly sets forth our understanding by signing this letter below as indicated.

Sincerely,

A. Nicole Weaver
Florida Bar Number 0529389

Accepted and Agreed to:

Mr. /Ms.