

**Lawyer Retainer Agreement**

\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_

Dear \_\_\_\_\_:

We retain your law offices to represent us in regard to  
\_\_\_\_\_.

Your fee shall be on an hourly basis at \$\_\_\_\_. \_\_ per hour. In addition reasonable and required expenses will be reimbursed. All expenses should be approved in advance except for routine matters. Billing should be every \_\_\_\_\_.

Under no circumstances should a bill exceed \$\_\_\_\_\_ without advance approval from us.

If this arrangement is acceptable, please sign and return a copy of this letter to us. If not, please return both letters to us immediately.

Thank you in advance for your assistance in this matter,

Best regards,

\_\_\_\_\_

Signer

Accepted: \_\_\_\_\_

Lawyer

Enc. Extra Copy of this letter for signature and return.