

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

Lawyer Retainer Agreement Review List

This review list is provided to inform you about this document in question and assist you in its preparation. This retainer agreement can be adapted to other services agreements. Putting this in writing helps prevent over billing and billing above a level you are willing to accept.

1. Make multiple copies. Send two signed copies to the lawyer, requesting one back in writing.