This is a Sample Fee Agreement and is representative of most Fee Agreements used in our Practice. However, a client’s Fee Agreement may contain additional or different terms, to address the specifics of their matter. **Before signing the Fee Agreement proposed for your transaction, please ask the attorney, who is handling your matter, to explain each term within the Agreement.**

**NORMAN & ASSOCIATES**

**113 Nahant Street, Lynn, MA 01902**

**Telephone Number: 978-979-4727**

**Email Address:** [**william.norman@normanassociatespc.com**](mailto:william.norman@normanassociatespc.com)

Date

CONFIDENTIAL ATTORNEY-CLIENT

Re: Engagement of Norman & Associates/Client and Matter

Dear:

The purpose of this letter is to confirm the terms of the engagement (“Agreement”) of Norman & Associates, ("the "Firm"), to represent Client (the "Company") in connection with such legal services as may be requested by the Company from time to time.

Hourly Fee Arrangement

For services rendered under this Agreement, the Firm will provide monthly statements based upon our time and efforts expended. We will invoice the Company for our services rendered at hourly rates. Currently, our hourly rate is $325.00.

In addition to our fees, our monthly statements will set forth expenses incurred, and costs advanced by our Firm on the Company's behalf for which the Company will be responsible. These include, but are not limited to, filing fees. It is our Firm's policy not to advance any substantial costs or expenses, accordingly, we will ask the Company to make direct payment or provide us with necessary funds should such costs or expenses be anticipated.

Termination of Services by You

This Agreement may be canceled by the Company at any time by written notification to the undersigned attorney. If Norman & Associates has performed services, reasonably advanced (or agreed to advance) funds, or incurred (or agreed to incur) costs in representation of the Company's interests prior to its receipt of such notification, the Firm is entitled to be paid and reimbursed for such services, advances, and costs.

The Firm may withdraw from representation, and the Company agrees to execute such documents to permit such withdrawal, if necessary, whenever the Firm determines, in its sole and absolute opinion, that it cannot continue effective representation for any just reason, as permitted by the applicable Rules of Professional Conduct and rules of court, including, without limitation. the Company's failure to pay any invoice for services rendered and expenses incurred within 30 days after presentment of such invoice or misrepresentation of, or failure to disclose, material facts to Norman &, Associates.

If the foregoing is satisfactory to you, please sign the enclosed copy of this letter and return it to me. This will evidence the Company's engagement of Norman & Associates on the terms and conditions set forth in this Agreement.

We endeavor at all times to provide helpful and cost effective services. To this end, we urge you to speak freely with us regarding the Company's goals and concerns, as they may change from time to time, including an assessment of services being provided to the Company.

We appreciate the confidence that you have shown by retaining Norman & Associates, and we look forward to working with you and your colleagues on this matter.

Very truly yours,

NORMAN & ASSOCIATES

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

William Norman, Esq.-PIC

**Client: Acceptance of Fee Agreement**

Company Name

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President