

To use this Woodpecker template, please [**download**](https://appsource.microsoft.com/en-us/product/office/WA104381028?mktvid=PN104379508&mktcmpid=t_retainer) and launch Woodpecker (don’t worry it’s free) from the Microsoft Office Store and you’ll be able to interact with this pre-built template. **Let us know** if you have any questions!

You can delete this cover page whenever you’re ready.

Woodpecker does not assume any responsibility for any consequence of using this document or any other document provided on our website or app.

**PROPOSED LIMITED LEGAL SERVICES RETAINER AGREEMENT**

This RETAINER AGREEMENT is entered into this June 03, 2018, between [Client Name], currently residing at [Client Address], herein referred to as “Client”, and [Attorney Name], “Attorney” at [Attorney Firm Name], herein referred to as “Law Firm”.

**CONDITIONS.** This Contract will not take effect, and Law Firm will have no obligation to provide legal services, until Client returns a signed copy of this Contract and pays the deposit called for under paragraph titled “Legal Fees”.

**SCOPE AND DUTIES.** Law Firm will charge Client for services which will include, but are not limited to, the following: (1) telephone contact with Client, Attorneys and other relevant persons; (2) case correspondence; (3) document preparation; (4) legal research; (5) office conferences; (6) court appearances; and (7) travel time to and from locations away from the Attorney's office. Services are billed to Client on the basis of time expended. Each party to a legal proceeding has available certain alternatives which will affect the amount of time and money expended in the proceeding. Since the time spent on each matter varies, as does the nature and amount of work necessary to achieve a desired result, Attorney makes no estimate as to the extent of the legal service or the total amount of fees and expenses which Client's case will require. Unless otherwise expressly stated in this Retainer Agreement, representation does not include an appeal of your case.

**LEGAL FEES.** Client agrees to pay $[Retainer Fee] to Law Firm as a retainer fee.  Law Firm and Client agree that no attorney-client relationship shall exist until Law Firm has been paid the retainer fee. Services outside the scope of the duties of Law firm shall be charged at an hourly rate of $[Hourly Rate].

**COSTS AND EXPENSES.** In addition to paying legal fees, Client shall reimburse Law Firm for all costs and expenses incurred by Law Firm, including, but not limited to, process servers’ fees, fees fixed by law or assessed by courts or other agencies, court reporters’ fees, long distance telephone calls, messenger and other delivery fees, postage, in-office photocopying at $[Reimbursed Photocopying Cost/Page] per page, parking, mileage at $[Reimbursed Cost/Mile] per mile, investigation expenses, consultants’ fees, expert witness fees and other similar items. Client authorizes Law Firm to incur all reasonable costs and to hire any investigators, consultants or expert witnesses reasonably necessary in Law Firm’s judgment, unless one or both of the clauses below are initialed by Client and Law Firm.

**STATEMENTS.** Law Firm shall send Client periodic statements for fees and costs incurred.  Client shall pay Law Firm’s statements within 30 days after each statement’s date.  Client understands that interest at the rate of [Interest Rate] percent per annum will be charged on all fees, cost or expenses not paid in full within thirty (30) days.  Upon Client’s request Law Firm will provide a statement within 10 days.

**DISCHARGE AND WITHDRAWAL.** Client may discharge Law Firm at any time.  Law Firm may withdraw with Client’s consent or for good cause.  Good cause includes Client’s breach of this Contract, Client’s refusal to cooperate with Law Firm or to follow Law Firm’s advice on a material matter or any other fact or circumstance that would render Law Firm’s continuing representation unlawful or unethical.

**CONCLUSION OF SERVICES.** When Law Firm’s services conclude, all unpaid charges shall become immediately due and payable.  After Law Firm’s services conclude, Law Firm will, upon Client’s request, deliver Client’s file to Client, along with any Client funds or property in Law Firm’s possession. This Retainer agreement shall expire on [Expiry Date of Contract] unless renewed.

**DISCLAIMER OF GUARANTEE.** Nothing in this Contract and nothing in Law Firm’s statements to Client will be construed as a promise or guarantee about the outcome of Client’s matter.  Law Firm makes no such promises or guarantees.  Law Firm’s comments about the outcome of Client’s matter are expressions of opinion only.

Date: June 03, 2018

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

[Client Name]

Date: June 03, 2018

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

[Attorney Name]

[Attorney Firm Name]