

JOHN W. CONROY, Q.C.\*  
ONDINE SNOWDON

Associates

KIRK TOUSAW  
BIBHAS VAZE\*

**CONROY & COMPANY**  
Barristers and Solicitors

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Email: office@johnconroy.com

Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Dear Client:

**Re: Your Legal Matter**

This letter confirms the terms and conditions of our understanding regarding your retention of this firm to represent you in \_\_\_\_\_, now pending in the \_\_\_\_\_ court, City of \_\_\_\_\_. By executing this letter below, you agree to all the terms and conditions contained herein.

I am willing to undertake representation of you upon payment of Three Thousand Dollars (\$3,000.00) as a general retainer fee. Should the amount of time expended on your case exceed the amount covered by the retainer, the firm's hourly rates shall apply.

My hourly rates, as well as the rates for the firm's other barrister and solicitors, are as follows:

John W. Conroy, Q.C.	\$400.00
Kirk Tousaw	\$300.00
Bibhas Vaze	\$250.00
Ondine Snowdon	\$200.00

From time to time, the rates charged by our lawyers vary. Any rate increase will be told to you in advance and you will be given an option to seek other counsel if you so desire.

This retainer fee is in consideration for this firm's commitment to be available to represent and advise you, perform legal services in connection with your legal matter, including the immediate attention, work and submissions required, and to forego other representation and/or opportunities that are incompatible with respect either to devotion of this firm's resources or to your interests.

Additionally, the cost of disbursements incurred by this firm, including, for example, couriers, secretarial overtime, photocopies, long-distance telephone charges, facsimile transmissions,

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filing fees, transcripts, transportation expenses, messenger services, etc., will be billed to you on a monthly basis, should any occur. Also, subject to your prior approval, this firm will, if necessary, retain on your behalf appropriate outside consultants, experts and/or investigators. In such instances, this firm will require that advance payment be made before the third party is retained.

It is further understood and agreed that should our representation entail an expenditure of lawyer work hours or other costs in excess of those covered by the retainer fee, you will be billed monthly for those costs. All invoices from this firm are payable in full upon receipt. Should any invoice not be paid in full within fifteen days of receipt by you, in addition to any other legal remedies available to us, we will also be entitled to seek to withdraw from representing you.

If you are in agreement with the terms and conditions of my engagement, kindly indicate your acceptance by signing in the space provided below and returning this letter to us with the retainer payment. We are very pleased to have been selected as legal counsel and we look forward to being of assistance to you and to a successful resolution of this matter.

Yours very truly,

**CONROY & Company**  
Per:

**KIRK TOUSAW**  
**Barrister & Solicitor**

Accepted and Agreed to:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date