

Sample Fee Arrangement Options*

FEES

- A fixed fee of _____.
- An hourly rate of _____ per hour [*for junior associates*][*for mid-level associates*][*for partners*][*legal secretaries/ paralegals/clerks/etc.*].
- An estimated fee in the range of _____ to _____.
- A contingent fee of % _____ [*recovered*][*saved*][*other*].
- A minimum retainer of _____.
- Other: _____.

RETAINER

I. A retainer of _____ (“Retainer”) shall be applied

- towards our fees and out-of-pocket expenses incurred in connection with the [*transaction*][*case*][*filing*][*document*][*etc.*].
- towards our fees.
- towards our out-of-pocket expenses in connection with the [*transaction*][*case*][*filing*][*document*][*etc.*].

II. Refundable/ Non-Refundable

- Such Retainer is refundable
- Such Retainer is non-refundable

COSTS AND EXPENSES

Costs (e.g. court fees, copies, telephone, filing fees, etc.) to be incurred in connection with the matter:

- Expect to range between _____ and _____.
- Are not expected to exceed _____.

INVOICES

We shall send you invoices on a:

- Monthly basis on the _____ day of each month.
- Quarterly basis on the _____ day of each quarter.
- Upon completion of *[the matter]*.
- Other _____.

*May be included in engagement or other letter which sets forth fee arrangements