



## Fee Agreement – Consultation - \$195.00

**To:** PROSPECTIVE NEW CLIENT

**From:** BRINKS & ASSOCIATES

The law firm of Brinks & Associates is committed to providing legal assistance in the most efficient manner possible.

Attorney Sharon Brinks charges \$240.00 per hour for her advice. Ms. Brinks is willing to meet with you for an initial consultation for a set fee of \$195.00 so you can decide if you would like to proceed with your legal problem without making a significant financial commitment until you have an understanding of the issues involved and the cost of retaining the firm, or if the situation is suitable for a contingent fee or blended fee arrangement. If you would like to set up a consultation, please follow the steps below:

Step #1 - Organize all of your paperwork in order by date. Write out the problem and give the names of the involved parties, all potential witnesses (good or bad), and what you think that they will say. Write down your version of what happened. On top of the page with your version put "THIS DOCUMENT WAS PREPARED FOR REVIEW BY AN ATTORNEY - IT SHOULD NOT BE COPIED BECAUSE IT IS CONFIDENTIAL". If there are deadlines involved, highlight those deadlines in red.

Step #2 - Mail or Federal Express the material to Brinks & Associates with a check for \$195.00.

Step #3 - Call the office to set up a telephone conference or an office visit within ten business days of the day that the material is sent to our office. Ms Brinks will review all of the material. They may ask a legal assistant to get some additional information from you, so include your daytime and evening telephone numbers.

Step #4 - At the consultation, you will receive advice about your problem and then you will receive a letter or memo summarizing that advice, as well as an honest opinion of whether you should hire an attorney to pursue the matter further. You have no further obligation to proceed with retention of the firm at the conclusion of this meeting.

If you wish to hire Brinks & Associates and the firm agrees to take your case after the consultation, an attorney-client relationship will be established by means of a written agreement at the hourly rates set forth above.

If you would like a consultation with Brinks & Associates, please sign a copy of this form; enclose a check for \$195.00 and all the papers noted in Step #1.

Date:

\_\_\_\_\_  
Signature

Revised: 2.10.2009