

Law Offices of
Robert B. Long
1231 WHEATON DR., TROY, MI 48083

Web Sample

General Representation Agreement – Summary

Thank you for selecting me to perform legal services for you. I thank you for your trust and look forward to working with you.

Before engaging my services, we ask all clients to sign an agreement to protect both of us. We also ask our clients to fill out a New Client Questionnaire to give us the necessary information regarding you. Please give us as much information as is applicable, so that we may open my file and represent you efficiently. The terms of our representation of you on this, or any other matter, are summarized below, more detail is provided in the General Representation Agreement¹, itself:

1. **Attorney Fees:** Three types of fee arrangements:
 - a) **Standard Hourly Billing** – Unless other arrangements are made, I bill at \$150 per hour spent on your matter in 1/10th hour increments. You have a right to an estimate. I may raise this rate once per year.
 - b) **Flat Fee Billing** – If you ask for a quote and I provide one to you, you will be billed accordingly.
 - c) **Contingent Fee Billing** – This arrangement requires a separate agreement between us.

2. **Initial Matter** This agreement applies to all matters, now or in the future, for which I provide services to you. However, the initial matter for which you are seeking my assistance is: _____
_____ and will be billed as a: Flat Fee _____ or Hourly matter.

3. **Costs** – Administrative expenses and amounts advanced by us for you will be billed as additional costs, regardless of the billing arrangement.

¹ The terms of the General Representation Agreement (“GRA”) shall control the terms of the representation. This summary is provided for your use only. If a conflict arises between this summary and the GRA, the GRA shall control. You will receive a copy of the GRA at our first meeting or by request. It is also available online at <http://www.lawmadesimple.com/gra.pdf>

4. **Billing** – Monthly on the 1st; three key points:
 - a) Bills Due in 15 days.
 - b) 1 ½% Fee only discount if paid in 10 days – cash or check.
 - c) Late fee 1 ½% each month (18% APR) for accounts not paid in 30 days.

5. **Retainer** – I request that you deposit _____ in a account to secure the fees and costs charged to your account. Please include a check with this signed document.
 - Although I will begin work on your matter before the retainer is received, I may choose to wait for the retainer to be received before continuing any work or incurring any obligation under this agreement. This Retainer is fully Refundable.
-- or --
 - I will not begin working on your case until the retainer is received. The retainer amount must be enclosed with this signed agreement. This Retainer is fully Refundable.
-- or --
 - This Retainer is Non-Refundable and is a payment against the Flat Fee Quote provided

6. **Confidentiality** – The attorney-client privilege and other laws prevent us from disclosing information about you except as directed by you or necessary/required.

7. **File Preservation** – I may destroy your file without liability and without further notice to you 5 years after the end of that matter. You may request a copy at any time.

8. **New Client Questionnaire** – Please give me as much information as is applicable, so that I may open my file and represent you efficiently.

If you agree to the terms of the General Representation Agreement, please sign below:

ALL CLIENTS PLEASE SIGN AND DATE BELOW

Date: _____ X _____
 Print Name: _____

Date: _____ X _____
 Print Name: _____

Date: _____ X _____
 Print Name: _____

The following notice is required by federal law:

PRIVACY DISCLOSURE NOTICE

Law Offices of Robert B. Long Privacy Policy

Attorneys and all providers of personal financial services are now required by law to inform their clients of their policies regarding privacy of client information. Attorneys have been, and continue to be, bound by professional standards of confidentiality that are even more stringent than those imposed by the attorney-client privilege and the law. Therefore, we have always protected your right to privacy, and will continue to do so.

Types of Nonpublic Personal Information We Collect

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization.

Parties to Whom We Disclose Information

For current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. Also we may refer you to other professionals and disclose non-secret information to further your interests. In all such situations, we stress the confidential nature of information being shared. We have never, nor will we ever, sell your information to anyone!

Protecting the Confidentiality and Security of Current and Former Clients' Information

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality legal services are very important to us.

The Law Offices of Robert B. Long