

Date:
By email to:
Name and Organization

Re: Hourly Retainer Agreement

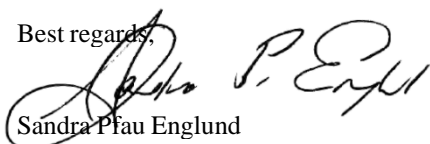
My firm and I would be delighted to provide legal counsel to the ORGANIZATION. This retainer is limited to legal review and counsel and does not cover actions that require litigation. Our attorneys are members of the Virginia, District of Columbia, and Florida Bars. Our legal counsel is otherwise limited to matters before federal agencies such as the Internal Revenue Service.

Clients are billed each month, on or about the first of the month, for legal services and expenses incurred during the prior month. Our current hourly rates range from \$250/hour for our associate attorney to \$495/hour for our senior attorney. Billable expenses are commonly limited to government filing fees and paid computer research if any is required. We do not charge for routine (non-express) US postage, copies, or faxes, long-distance telephone or other similar charges.

We will serve your organization's interests to the best of our ability but cannot guarantee specific results. Please help us to serve you by providing all relevant information, notifying us of any relevant change in that information or in the organization's circumstances, and generally working with us to maintain open communication. As our client, any information you provide is confidential, unless you authorize us to release it to a third party.

Should you decide to terminate the agreement, please notify us in writing. Let me know if you have any questions about this letter, or any aspect of my firm's work. If this letter expresses your understanding of our relationship, please sign on the line below and return to us. We appreciate your business and trust in our firm. We look forward to working with you.

Best regards,



Sandra Pfau Englund

I have read and understand the terms of the hourly retainer agreement and am authorized by my organization to contract for these services.

Agreed: _____ Date: _____