

EXPLANATION OF FEES AND COSTS FOR A CONTINUING-CLIENT RELATIONSHIP

1. **What is a Continuing-Client Relationship?** Unlike a Single-Project Client for whom I am retained on what is anticipated to be a one-time basis, a **Continuing-Client** is one for whom I am retained on an ongoing basis, even though the relationship may begin with a single-project. As a Continuing-Client, you are entitled to my lowest hourly-fee, which is **\$175 per hour**, and my most client-favorable (low-priced) billing practices.
2. **What are the Billing Practices for a Continuing-Client?** Most attorneys bill in six-minute increments for all work done. Thus, for example, if such an attorney, with an hourly-rate of \$200, received an email, read it and responded, and that work took seven minutes, you would be billed for two-tenths (or 0.2) of an hour, or \$40. For you as a Continuing-Client, I bill in fifteen-minute increments, but I do not bill unless the task takes me a full fifteen minutes. Consequently, for simple tasks that do not take at least fifteen minutes, there is no charge. Similarly, if a task takes me twenty minutes to complete, I would bill only a quarter-hour (or .25) rather than rounding up to a half-hour (or .50). My other favorable billing-practices include:
 - **No Charge for Your Phone Calls to Me.** If you have a quick question, or some urgent concern to discuss, you can always give me a call (or send me an email) without worrying that you will be billed for the time. If we decide that the issue needs a more in-depth discussion, we can schedule a follow-up meeting, in person or by phone, and that meeting-time would be billable (assuming that it takes over fifteen minutes.) But I want my clients to always feel free to contact me—for free.
 - **No Charge for Most Legal Research.** There is never a charge for the time I spend doing research to educate myself on a subject so that I can best determine how to help or what needs to be done. Although there is a lot that I can address based on my years of legal learning and experience, specific research is often necessary. Because what I learn from such research is of value to me, and potential value to future clients, I do not believe a client should pay me for learning, even if you also benefit.*
 - **No Charge for Travel-Time.** Whenever my schedule allows, I am happy to meet you at a location that is most convenient for you, such as at your home or place of business. (Of course, we can also meet at my office, or somewhere downtown for coffee too.) But regardless of where we meet, I will never bill for the time it takes me to get to the meeting and then back. The same applies to meetings with third-parties, with you or on your behalf, although I may charge for costs (*e.g.*, mileage and parking).
3. **Must I Always Pay by the Hour?** I encourage alternate billing arrangements, like a **flat or capped fee** for the completion of a given task or project. Indeed, I will always endeavor to provide you with an estimate of the time a given task or project may take to complete, and that estimate can be turned into a capped amount or flat fee. Similarly, if you have a tight budget, I encourage you to tell me so that we might agree to a capped fee at an amount that fits your budget best. In certain cases, I also work on a **contingency-basis**, as in when a fee is contingent on achieving a given outcome, *e.g.*, taking a percentage of a debt successfully collected.
4. **What If I Disagree with Something on the Bill?** My goal for every bill is to provide enough detail so that you can tell that what I have billed you for is work that was fairly and efficiently done. But if I ever fall short of that goal, please let me know and I will provide whatever additional explanation is needed. In the end, I would never have you pay for something that you thought unfair or not worth the amount billed.

Please keep this document for your records. No need to sign and return. The payment of your first invoice will indicate that you understand and agree to the fee and billing practice described above.

* **NOTE:** The one exception to this no-charge rule is for research that is needed to draft a lawsuit-related legal brief or pleading. But you will always be reminded before any of these fees for research are incurred. And in most instances, this kind of work can be done under a flat-fee or capped-hourly arrangement so there are no surprises.