

Lawyer Industry

Boulevard de l'Indépendance 25,
1000 Brussels, Belgium
Email: contact@lawyerindustry.be
Phone: +32 2 123 45 67

Date: _____

Client Name : _____

Subject: Mission Letter and Fee Agreement

Dear _____,

We are pleased to confirm that Lawyer Industry will be providing legal services to you in connection with your legal matter. This letter outlines the terms of our engagement, including the scope of work, our fee structure, and the role of any employees or associates who may be involved in your matter.

1. Scope of Work

The services to be provided by our firm include the following:

- Junior Legal Services: _____ Hours
- Senior Legal Services: _____ Hours

Any additional services outside of this scope will be discussed and agreed upon separately.

2. Fees

Our legal fees will be calculated as follows:

- **Junior Legal Services:** 120 EUR/hour
- **Senior Legal Services:** 220 EUR/hour

We estimate the total cost of handling your matter to be between _____ - _____ EUR depending on the complexity and time involved.

3. Employee and Associate Contributions

Please note that in the course of our work, we may utilize the services of our employees and associates, including their names and roles. Each will contribute their expertise where necessary, and their fees will be applied as outlined above.

4. Billing and Payment

Invoices will be issued on a **monthly** or **quarterly** basis, detailing the hours worked and the applicable fees for each member of the team involved in the matter. Payments are due within **30 days** of receipt of the invoice.

5. Other Costs

- **Administrative Fees:** _____ EUR
- **Travel Expenses:** _____ EUR

6. Provision

- A provision of _____ **EUR** will be set aside for potential additional expenses or unforeseen circumstances.

7. Confidentiality

All information provided to us will be kept confidential and handled with the utmost care in accordance with legal and ethical obligations.

Please acknowledge your acceptance of these terms by signing below.

If you have any questions or would like to discuss any aspect of this letter further, please do not hesitate to contact us.

We look forward to working with you.

Yours sincerely,

LAWYER SIGNATURE

CLIENT SIGNATURE