4621 boulevard saint Laurent, Montréal (QUÉBEC) H2t 1r2

T: 514 904 4017 · F: 514 904 4018 · [info@amlex.ca](mailto:info@amlex.ca)

**CONTRACT FOR PROFESSIONAL SERVICES**

I (or we), the undersigned **{clientName}**, acknowledge having entrusted to Allen Madelin inc. (“**Allen Madelin**”) the following mandate or service contract:

**{contractTitle}**

To this end, I undertake to pay the extra-judicial fees established in the following manner:

1. At the hourly rate of $350 + taxes for a senior lawyer.

2. At the hourly rate of $230 + taxes per hour for a junior lawyer.

3. At the hourly rate of $150 + taxes per hour for a paralegal.

These extrajudicial fees are in addition to any judicial or extra-judicial fees that my attorney may collect, at its own expense, from the opposing party or a third party, if applicable.

If it is necessary to hire a third party in the execution of the mandate (including an investigator, expert, an appraiser e.g.) it is agreed that Allen Madelin will have to obtain my prior authorization and that I will be responsible for the payment of these fees.

Regardless of the billing method chosen, it is agreed that the file opening fee (in the amount of **$ 100.00)** as well as all extrajudicial expenses are the responsibility of the client, in addition to the fees.

It is further understood that all disbursements, judicial or extrajudicial, will be the responsibility of the client. At the request of Allen Madelin, all disbursements due to third parties for the client’s file will promptly be paid directly by the client.

All applicable taxes (GST and QST) will be payable in addition to the fees and disbursements.

If the client gives instructions to appeal against any decision, this agreement will be extended under the same conditions, except in case of note to the contrary by Allen Madelin, in its sole discretion.

All costs, fees, charges and expenses, including but not limited to all legal and extrajudicial costs incurred by Allen Madelin in enforcing this contract because of any fault by the client, shall be added to the unpaid amount and shall be immediately paid by the client.

The present agreement shall enter into force:

upon signature of this contract

OR

when the following conditions are met (as for example the provision of expert report, the preparation of specific documents, the payment of an advance):

Payment of an advance of **$ {depositAmount} + taxes + $ 100** *file opening fee* **= ($ {totalAmount})**

Methods of payment:

Payment can be made by e-transfer (Interac), bank wire transfer, credit card, cheque or in cash. Credit card payments are subject to a processing fee of 4%.

For e-transfers (INTERAC):

to pay a bill, please send the transfer to: [general@amlex.ca](mailto:general@amlex.ca)

to make a deposit to Trust, please send the transfer to: [trust@amlex.ca](mailto:trust@amlex.ca)

At the request of Allen Madelin, I agree to pay fees and disbursements advances to always maintain a deposit for future fees and disbursements of at least $ 1,500.00.

It is expressly agreed that if the advance is not promptly paid (or other arrangements made) that Allen Madelin shall be entitled to immediately cease all work, and if necessary, to withdraw from representation, and to charge all costs associated therewith and time charges at the hourly rate agreed above to the client.

Furthermore, I and/or the person or persons providing the credit card authorization below, if it is completed, authorize and direct Allen Madelin to pay the amount of each invoice issued immediately after its issuance (or at a time that suits him thereafter). This procedure will continue until the file is completed, or until Allen Madelin is notified in writing to cease this practice. Where I instruct Allen Madelin to stop pre-approved credit card payments, I authorize Allen Madelin to make a final account and to charge the full amount of same in one last time by pre-authorized credit card payment, and we will then discuss the terms for payment of future invoices as appropriate. Any person providing a credit card authorization thereby consents to act as a guarantor hereunder.

All invoices are payable on issuance. After 30 days, any unpaid balance will bear interest at the rate of 12% per annum, compounded monthly, from the date of issuance of the invoice by email to the following address:

{clientEmail}

Any amounts collected for or by the client, whatever the origin, by negotiation, transaction, judgment or forced execution, whether in the present file or any other file (past, present or future), shall be payable first to any fees or disbursements of Allen Madelin, prior to being paid out to the client. Said fees and disbursements shall include any incurred in the process of pursuing the collection of the client’s unpaid debts to Allen Madelin. The client specifically authorizes and directs the transfer of Trust funds from one file to another as may be required for this purpose. All printing, photocopies and scans are charged at the rate of $0.25 per page for black and white copies, and $1 per page for color copies.

The client and guarantors hereto, if any, hereby guarantee the debts and obligations of the client to Allen Madelin hereunder and covenant with Allen Madelin to pay the same to Allen Madelin in the event of default in payment by the client hereunder.

If more than one client or guarantor signs the present agreement, said parties are jointly liable hereunder, renouncing in advance the benefit of discussion or division.

Notwithstanding number or gender in the drafting of this document, the singular includes the plural, and the masculine includes the feminine and *vice versa.*

The agreement is governed by the laws and is subject to the jurisdiction of the courts of the province of Quebec.

|  |  |  |
| --- | --- | --- |
| Signed in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025.  Signature of client    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  {clientName} |  | Signed in Montréal ,  On {date} .  Signature:  **A close up of a sign  Description automatically generated**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Allen Madelin Inc. |

|  |
| --- |
| **Authorization and direction for pre-authorized payments by credit card** |

Allen Madelin is hereby authorized to pay all fees and disbursements billed to the client by the following credit card and continue to do so until this authorization is terminated by written notice to that effect delivered to Allen Madelin pursuant to the above agreement.

**Credit card payments are subject to a processing fee of 4%.**

Credit card: VISA: \_\_\_ MasterCard: \_\_\_\_ Card number: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as it appears on the credit card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorization and Signature: X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Impression or photocopy of the credit card (front): |
| Impression or photocopy of the credit card (back): |

|  |
| --- |
| CLIENT INFORMATIONS |
|  |

|  |
| --- |
|  |
| Last name: ­­­­­ First name(s): |
| Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone number: ­­­­­ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: |
| Residential address:   |  | | --- | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | City |  | Province |  | Postal Code | |

|  |
| --- |
|  |
| Last name: ­­­­­ First name(s): |
| Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone number: ­­­­­ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail: |
| Residential address:   |  | | --- | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | City |  | Province |  | Postal Code | |

|  |
| --- |
| Opposing Party |
| Last name: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_ First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation to the client: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Representing lawyer : ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone Number: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Residential address :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | City |  | Province |  | Postal Code | |

**Opposing Party**