

LAW FIRM DOCUMENT 1

CLIENT RETAINER AGREEMENT

This Retainer Agreement is made on February 14, 2026, between Smith & Partners Law Firm and Mr. Juan Dela Cruz. The Client hereby retains the Firm to represent him in a civil case regarding breach of contract. The Firm agrees to provide legal services including consultation, document preparation, court representation, and legal advice. The Client agrees to pay a retainer fee of \$2,000 and additional fees as agreed upon in writing. This agreement remains valid until the case is resolved or terminated by either party.

Client Signature

Juan Dela Cruz

Attorney Signature

Atty. Michael Smith

LAW FIRM DOCUMENT 2

AFFIDAVIT OF LOSS

I, Maria Santos, of legal age, Filipino, and residing at 123 Mabini Street, after being duly sworn, depose and state: 1. That I am the lawful owner of a Philippine Passport. 2. That said passport was lost on February 10, 2026. 3. That despite diligent search, the passport cannot be located. 4. That this affidavit is executed to attest to the truth of the foregoing facts. IN WITNESS WHEREOF, I have hereunto set my hand this 14th day of February 2026.

Affiant Signature

Maria Santos

LAW FIRM DOCUMENT 3

DEMAND LETTER

Date: February 14, 2026 To: ABC Construction Company This letter serves as a formal demand for payment of \$5,000 for services rendered under Contract No. 2025-45 dated November 5, 2025. Despite repeated reminders, payment has not been made. You are hereby given ten (10) days from receipt of this letter to settle the outstanding amount. Failure to do so will compel our client to pursue legal remedies without further notice. We trust this matter will receive your immediate attention.

Attorney Signature

Atty. Michael Smith