

Letter of Engagement

It was a pleasure to talk with you regarding your legal matter as set forth in Appendix A. Our firm will review the information that you have provided and prepare your new client file with the details regarding this matter. Thank you for considering our firm to represent you. This letter is intended to set forth your authorization of our firm to complete legal services on behalf of your organization [Click or tap here to enter text.](#), (“Click or tap here to enter text.”) as described in Appendix A.

The terms of our agreement are as follows:

Who Is the Client: The Client is as set forth in Appendix A. Gonzalo Law LLC will be representing Client in regard to the legal matter in Appendix A. If you believe that you may need additional legal counsel in a separate matter, I am glad to review that matter with you and determine how our firm can best be of assistance.

Communication Privilege: Because I am representing your organization, it is critical that you engage in full disclosure in the matter at issue and inform me of any acts and doings, past and present, regarding this legal matter. Our office requests this full disclosure in order to avoid any problems that might otherwise arise from any failure to communicate fully. Your communications with our office will be covered by attorney-client privilege pursuant to federal and [Choose an item.](#) law.

Conflicts of Interest: As legal counsel to your organization, I owe you a duty to act solely in the best interests of your organization, without being influenced by the conflicting interests of other clients. If our firm begins representing you, you are completely free to change your mind and engage separate counsel at any time. If, for whatever reason, I believe that your interests or strategy are in conflict with what is best for your organization and representation becomes impossible or ineffective, I will inform you of that opinion and withdraw my representation.

Fees: The legal services that our firm will provide in this matter are based on the compensation for the amount of time expended by me as your attorney at our established rates, plus cash disbursements/costs or fees paid on your behalf in connection with the work performed by our firm. My hourly rate as described in Appendix A is based on the requirements for this specific matter. Our preliminary review of your legal matter demonstrates that a fee, as stated in Appendix A, is due and payable upon your signature of this agreement.

The hourly rate shall be applied to all time expended by me as your attorney, including conferences and telephone calls ***over 30 minutes*** in length (excluding the initial complimentary consultation), drafting of documents, negotiations, legal research, and travel to and from locations away from our office over 20 miles, with fractions of hours being computed in increments of one-tenth (.10) of an hour. Please note, the agreed upon cost does not include the cost for any litigation related to this matter. The total fee includes the cost for the items as described in Appendix A.

There may well be other attorneys and paralegals in our office working on this matter from time to time. We reserve the right to assign other attorneys and paralegals to handle specific matters in the course of representation who will work under my supervision. You would be billed for their time at their then current hourly rate. However, all such fees have been calculated into the quote you have received and are described in Appendix A. Presently, the hourly rates of our attorneys range from \$250.00 to \$375 per hour depending on the requirements, the complexity of the legal matter, and the rate of our firm docket clerk is \$30 per hour. In the event that outside counsel is required to address a nuanced aspect of your legal matter, your approval of their fee and services will be required *in advance of them rendering services*.

Termination of Services: We shall have the right to withdraw from the case if you have misrepresented or failed to disclose material facts to us, if you fail to cooperate with us in the representation of your case, or if you insist upon a course of conduct that is contrary to our judgment and advice. In any of these events, you will execute such documents as may be necessary to permit our firm to withdraw.

Your Cooperation: In addition to the obligations we are assuming, you too must assume certain obligations. We will need your full cooperation in receiving any additional details that may be needed, supplying information and documents, either for me or as requested by another party, communicating on a regular and timely basis as may be required.

This engagement letter creates legal obligations. You have the right to be advised by an independent attorney with respect to its provisions. Please sign the enclosed copy of this letter indicating that you authorize our firm to act on your behalf and return it to me. Please retain the original for your records. We look forward to working with you on this matter and appreciate the opportunity to be of service to you!

Sincerely,

Nouvelle L. Gonzalo 3/9/2018

Nouvelle L. Gonzalo, Esq. (NLG) DATE
Gonzalo Law LLC

I have read the foregoing document and fully understand its terms. These arrangements are acceptable to and agreed to by me, [Click or tap here to enter text..](#) Further, I affirm that I am authorized to enter into binding contractual agreements on my own behalf.

Client

DATE

[Click or tap here to enter text.](#) [Click or tap here to enter text.](#)

APPENDIX A

DATE:

CLIENT NAME:

Click or tap here to enter text.

CONTACT NAME:

Click or tap here to enter text.

MAILING ADDRESS:

Click or tap here to enter text.

DESCRIPTION OF FEES AND LEGAL MATTER:

1. Click or tap here to enter text.