«system\_date|fm=%-e\_%B\_%Y» Our Reference: «Action\_ID»

«FirstNameLastNameList|pt=Client»

«MailingAddressLine1»«MailingAddressLine2|ifnull=ignore»

«City|pt=Client» «PostCode|pt=Client»

«E\_Mail|pt=Client»

**ENGAGEMENT LETTER – «Action\_Name»**

Dear «FirstNameList|pt=Client»,

1. **Instructions**

Thank you for engaging our firm to represent you in relation to your «Engagement\_InitialConsult».

1. **Estimated Fees**

[[\*IF {Engagement\_CostAgreement}=="Yes"\*]]As we already have a cost agreement in place for these services please refer to our signed cost agreement for information in relation to your fees.[[\*ELSE\*]]Based on your circumstances our estimation of fees are «Engagement\_ProfessionalFee» including GST and «Engagement\_Disbursements» including GST. The total estimated fees being [[total\_calc]].[[\*ENDIF\*]]

It may not be possible for us to accurately calculate estimated amounts in advance and the final amounts may vary from the estimate. Amounts shown as a quotation are unlikely to change unless there are exceptional circumstances.

If it becomes apparent that these amounts will be exceeded then we will advise you in writing as soon as possible.

1. **Responsibility of Services**

The services will be provided by:

Scott Smith, Director $500 per hour

Jenny Brown, Lawyer $250 per hour

Sue Stocker, Paralegal $100 per hour

1. **Next steps**

If you are in agreement to the terms of our engagement please do the following

1. Return this signed agreement to us in acceptance of our terms and conditions and fee estimate either by email or post,
2. Pay the deposit requested above to our trust account – ASB Bank – 12-3456-6784-003 (use the reference «Action\_ID»).

Yours faithfully,

**«CompanyName|pt=Div\_\_Action»**

«ParticipantSignature|pt=Current User»

**«FirstNameLastName|pt=Current User»**

**«Occupation|pt=Current User»**

Phone: «Phone1|pt=Current\_\_user»

Mobile: «Phone3|pt=Current\_\_user»

Email: «E\_Mail|pt=Current\_\_user»

I agree to the terms and conditions of this engagement.

«\*REPEAT»

Name: «FirstNameLastName|rn=\*|pt=Client»

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

«\*REPEAT|END\*»