

# Retainer Agreement

- ☞ This Retainer Agreement is a letter agreement in which the attorney or consultant agrees to provide consultative services for a set monthly fee. For any services not considered “ordinary,” such as litigation or traveling to Brazil to fight rogue monkeys, the attorney or consultant will charge at an hourly rate.
- ☞ The first part of this memo should be completed and distributed to the other party along with a copy of the Legal Services Fee Agreement.

Date: **[Month, Day, Year]**

To: **[Name of Client]**

From:  **[Owner/Founder]**  
**[Company]**

Subject: **[Legal/Consulting] Services Retainer Agreement**

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Attached to this memorandum is a “[Legal/Consulting] Services” Agreement that arranges for payment on a retainer basis.

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Time is of the essence.

Please sign and return it to me asap.

Thank you very much!

# From JIAN

## NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🔊 **Do Not Use This Agreement 'As-Is.'**
- 🔊 **This Agreement Is Not Legal Advice.**
- 🔊 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🔊 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🔊 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

## Free Access to Attorneys, Accountants & Consultants in Your Area

We're building a network of business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


- Please visit our website under [Expert Referral Network](#).

## Ongoing Update Service Keeps You Current


Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: [www.JIAN.com](http://www.JIAN.com)

## Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[ ]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[ ]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

# [Company Legal Name]

[Address] \* [City], [State] [Zip Code]  
[Telephone] \* [WebSite Address]

🔊 Please fill in the names, dates and amounts where appropriate.

[Date]

[Client Name]

[Client Address]

Dear [Client Name/Client Representative],

## Retainer Agreement

This letter is to confirm the terms on which you have retained me for consultation services with reference to day-to-day activities of your business.

The monthly fee for such consultation services shall be \$[x].

This fee is payable whether or not my [legal/marketing/consulting] services are actually required or performed.

For [legal/marketing/consulting] services, outside [Client]'s ordinary day-to-day activities, [Client] shall be charged at my regular hourly rate of \$[x].

🔊 The Client is to sign a copy of this letter where indicated and return it to the attorney.

If you agree to the terms of this letter, please sign and date the enclosed copy and return it to me in the enclosed self-addressed, stamped envelope.

Very Truly Yours,

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[Owner/Founder]

[Company]

I understand and agree to the terms set forth in this letter.

**Understood, Approved & Agreed**

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[Client]

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Date