

Attention:

Dear Sirs:

Re:

We would be please to offer a general retainer to _____ to advise and represent the company for a fixed duration in legal matters.

Duration

The general retainer would be for one year, to commence upon payment of the legal fee.

Scope of work

The services which would be provided pursuant to the retainer are: -

- 1) Legal advice in relation to all commercial matters, and preparation of all commercial documents.
- 2) Attendance, when necessary, at all conferences and meetings in relation to any commercial matter.
- 3) Advice in relation to all tax and compliance matters and preparation of any legal document in relation to any tax or compliance matters with any regulatory agency of government.
- 4) Legal advice generally
- 5) Routine debt collection and litigation in relation to accounts receivables of the company
- 6) Audit confirmation letters
- 7) Advice on labour law and representation on industrial relations matters, including employee claims against the company
- 8) Advice and representation on routine product liability claims made by customers of the company.
- 8) Advice and legal representation, in all pre-existing litigation matters

Excluded services

The following would not be covered in our general retainer: -

- 1) Conveyancing fees (selling and purchasing of land/property).
- 2) Matters of personal nature to any director and/or shareholder of the company
- 3) Contested litigious matters, outside of debt collection matters.

Legal fee

We would wish to meet with you to get a better assessment of your needs in order to set the appropriate fixed monthly fee.

In addition, we would recover actual expenses.

In relation to any excluded service, we would, of course, discuss and agree our representation on a case by case basis.

Yours faithfully,

Per.....
ALEXANDER WILLIAMS