

Letter of Engagement

This letter serves to confirm that you have engaged us in connection with:-

Scope of Work

Fees

Our fee
Our hourly rate

While we expect that our fee will be calculated on the basis of our regular hourly rate, we reserve the right to change the rate in appropriate cases, such as pressing circumstances, the requirement for work outside normal business hours, or special demands on us.

Disbursements

You will also be responsible for reimbursing us for expenses (also called disbursements) we incur on your behalf and that must be paid to third parties. These include long distance calls, postage, stamp duty, process server fees, deliveries, travel expenses, out of office photocopying and printing, government filing and search charges and the fees of agents who conduct investigations, searches and registration and all other reasonable out of pocket expenses.

Retainer

Before we begin work on your behalf, we require a retainer in the amount of _____ which will be deducted from our first invoice.

Communication

During the progress of our engagement we will communicate with you directly and no other person, unless you specifically authorise us to communicate with someone else designated by you.

If you are a company or other entity, we will communicate only with an authorised officer.

Termination of Service

Subject to our obligations to you to maintain proper standards of professional conduct, we reserve the right to terminate our services to you for good reasons which include, but are not limited to:-

- (a) failure to cooperate with us in any reasonable request;
- (b) a serious loss of confidence between us and you;
- (c) our continuing to act would be unethical or impractical;
- (d) our retainer has not been paid; or
- (e) you fail to pay our accounts when rendered.

If you terminate our services or we withdraw, you would only have to pay our fees, disbursements, other charges, and the applicable taxes incurred up until the time we cease acting for you.

Agreement

If you wish to proceed on the basis described above, please sign the enclosed copy of this letter in the space provided and return it to us, together with a retainer in the sum of \$ _____ If you decide that you do not want us to proceed on your behalf in this matter; please inform us promptly.

Yours faithfully,

Per.....
ALEXANDER WILLIAMS & COMPANY

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Client's signature

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Date