

GENERAL CORPORATE REPRESENTATION DATE LAST REVISED: 03/13/95

[Date] _____

[SPECIAL INSTRUCTIONS LINE, optional]

[Name] _____

[Attention line if needed]

[Address] _____

[City, State Zip] _____

Re: [Case Name] _____ [Our File Number] _____

Dear [Salutation]:

This will confirm your retention of our firm for general corporate matters. As we discussed, our services are billed on an hourly basis, with time being charged in tenths of an hour, i.e., in six minute blocks. Our rates for attorneys range from \$ to \$ per hour. Paralegals' time is billed at \$ per hour. We will use our discretion in staffing, to provide services in the most economical manner to you. Our rates are reviewed annually, at least, and you will be notified of any changes in the rate schedules. In addition to our fees, we will be entitled to payment or reimbursement for costs and expenses incurred in performing services such as photocopying, messenger and delivery service, computerized research, travel (including mileage, parking, air fare, lodging, meals and ground transportation), long distance telephone, telecopying, word processing, court costs and filing fees. Unless special arrangements are made at the outset, fees and expenses of others will not be paid by us and will be the responsibility of, and billed directly to the client. Statements which remain unpaid 60 days or more will be charged (simple or compound) interest at the rate of _____ per month. We reserve the option to terminate our representation if payment is not received within ____ days of the date of the statement. We reserve the right to withdraw from our representation if, among other things, you fail to honor the terms of this engagement letter including nonpayment of our fee statements, you fail to cooperate or follow our advice on a material matter, or if any fact or circumstance arises or is discovered that would, in our view, render our continuing representation unlawful or unethical. You should be aware of an ethical requirement imposed upon all Ohio lawyers. If a client, in the course of representation by a lawyer, perpetrates a fraud upon any person or tribunal, the lawyer is obligated to call upon the client to rectify the same. If the client refuses or is unable to do so, the attorney is required to reveal the fraud to the affected person or tribunal. If you are in agreement with the terms of this letter, please sign on the signature line below and return it to me in

the enclosed envelope. We look forward to working with you on this matter. Thank you for your retention of our firm.

Very truly yours,

[Name of person sending letter]
[Attorney initials/secretary initials]

[cc:]

I agree to engage you pursuant to the terms set forth in this letter.

Date: _____

Signature _____