



5890 Stoneridge Drive, Suite 102
Pleasanton, California 94588
Telephone (925) 463-9600
Facsimile (925) 463-9644

TRANSACTIONAL ATTORNEY-CLIENT FEE AGREEMENT

Date _____

This document (the "agreement") is a written attorney-client fee agreement required under California law. We, **JG,P.C., BUSINESS & CORPORATE LAW ("JGPC")**, EIN 94-3226007, will provide legal services to you _____

_____ ("Client") on the terms set forth below.

1. **CONDITIONS.** This agreement will not take effect and JGPC will have no obligation to provide legal services to Client until Client returns a signed copy of this agreement and pays the initial deposit called for under paragraph 4.

2. **SCOPE OF SERVICES.** Client hires JGPC to provide legal services in connection with _____

Until Client and JGPC make a different agreement in writing, this agreement will govern all services JGPC may perform for Client. JGPC shall diligently represent Client and conform to the Rules of Professional Conduct of the State Bar of California and the duties of attorneys as set forth in Section 6068 of the California Business and Professions Code.

3. **CLIENT'S DUTIES.** Client agrees to be truthful with JGPC, to cooperate fully with JGPC, to keep JGPC informed of all relevant information and developments, to abide by this agreement, to pay JGPC's bills on time and to keep JGPC advised of Client's address, telephone number and whereabouts.

4. **DEPOSIT.** Client agrees to pay JGPC an initial deposit of US \$ _____ by _____. Client acknowledges that the deposit is not an estimate of total fees and costs, but merely an advance for security. All Client deposits are refundable deposits and are placed in a JGPC trust account. Upon remittance to Client of a billing statement, Client authorizes JGPC to use a deposit to pay JGPC'S hourly legal fees and other costs and charges as they are incurred by JGPC in providing services to Client. JGPC reserves the right to request additional deposits as are reasonably necessary to cover hourly fees, expenses and costs to be incurred on behalf of

Client, and Client agrees to pay such additional deposits to JGPC within 10 days of such request. Legal services may be interrupted or terminated until an additional requested deposit is made. Any unused deposit at the conclusion of JGPC'S services will be refunded upon JGPC'S receipt of Client's written request for return of unused deposits.

5. **LEGAL FEES AND BILLING PRACTICES.** Client agrees to pay JGPC at JGPC'S prevailing hourly rates for all time spent on Client's projects by JGPC'S legal personnel. JGPC'S hourly rates for attorneys and other members of JGPC'S professional staff are based on an individual's efficiency, expertise and experience. Currently JGPC'S hourly billing rates range from \$200.00/hr. for associates to \$300.00/hr. for senior associates and partners. The base billing rates for all JGPC attorneys will be increased by \$25 an hour for all trial and arbitration services and other types of litigation work. JGPC'S hourly rates for law clerks, legal assistants and paralegals range from \$50.00/hr. for legal assistants to \$100.00/hr. for senior paralegals. JGPC reserves the right to raise the hourly rates of its attorneys and other legal staff upon a minimum of thirty (30) days advanced notice to Client. The time charged to a Client will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent. Attorneys will charge for travel time, both local and out of town.

6. **COSTS AND OTHER CHARGES.** JGPC may incur various costs and expenses in performing legal services under this agreement. Client agrees to pay for those costs and expenses in addition to the hourly fees. These costs and expenses commonly include filing fees, document search and copying fees, fees fixed by law or assessed by courts and other agencies, long distance telephone calls, messenger and other delivery fees, postage, parking and other local travel expenses, photocopying and other reproduction costs, out of pocket charges for computer research time and other similar items. All costs and expenses will be charged at JGPC'S cost. JGPC is hereby authorized and directed to employ such specialists as may be required, such as expert consultants, investigators, accountants, clerical staff, and other attorneys to aid and assist JGPC in serving the Client and Client agrees to pay such fees and charges.

7. **BILLING STATEMENTS.** A monthly billing summarizing services performed, fees charged, and costs incurred shall be provided to Client. **Payment is due within 15 days of issuance of the bill and balances outstanding for 30 days shall be deemed delinquent.** Client agrees that delinquent status may, at the election of JGPC, result in an interruption or termination of service. A finance charge will be assessed against balances remaining due beyond 30 days. This finance charge is calculated on the statement by multiplying the overdue principal balance by the monthly periodic rate of 0.833% (10% annual percentage rate). All attorney time and paralegal time necessary to collect past due balances, whether or not legal proceedings are initiated, shall be charged to Client at the established hourly rates. In the event that a legal

proceeding is brought on an outstanding balance, the prevailing party shall be entitled to reasonable costs and attorneys' fees in accordance with paragraph 10 below. In the event that JGPC represents itself during such a proceeding and is the prevailing party, JGPC shall be entitled to an award of attorneys' fees equivalent to its established rate for such services.

8. **DISCHARGE AND WITHDRAWAL.** Client may discharge JGPC at any time. JGPC may withdraw with Client's consent or for good cause. Good cause includes breach of this agreement, Client's refusal to cooperate with JGPC or to follow JGPC's advice on a material matter or any other fact or circumstances that would render JGPC'S continuing representation unlawful or unethical.

When JGPC'S services conclude, all unpaid charges will immediately become due and payable. After JGPC'S services conclude, JGPC will, upon Client request, deliver Client's file to Client along with any funds or property of Client in JGPC'S possession.

9. **DISCLAIMER OF GUARANTEE AND ESTIMATES.** Nothing in this agreement and nothing in JGPC'S statements to Client should be construed as a promise or guarantee about the outcome of work to be performed for Client. JGPC makes no such promises or guarantees. Client recognizes that JGPC can only use JGPC'S best efforts and diligence and that JGPC does not guarantee the results of any representation or the time and/or resources that it will take to complete any project. Comments by JGPC attorneys about the potential outcome of Client's project are expressions of opinion only. Any estimate of fees given by JGPC is not a guarantee. Actual fees may vary from estimates given.

10. **RESOLUTION OF DISPUTES.** Prior to commencing any court action for recovery of JGPC's fees and costs under this agreement, JGPC shall forward a written notice to Client informing Client of Client's right to arbitration as provided in Section 6201 of the Business & Professions Code. Client will have thirty (30) days after receipt of said notice to request arbitration of the dispute. Client's failure to request arbitration within the specified time shall be deemed a waiver of Client's right to arbitration, entitling JGPC to commence a court action under this agreement.

In the event that it becomes necessary for a suit to be brought to enforce any of the terms of this agreement, it is agreed that the jurisdiction and venue shall be in a court of competent jurisdiction in the County of Alameda, State of California, and the prevailing party shall be entitled to all costs incurred as well as attorney's fees.

11. **EFFECTIVE DATE.** This agreement will take effect when Client has satisfied the conditions stated in paragraph 1, but its effective date will be retroactive to the date JGPC first provided services to Client. The date at the beginning of this agreement is for reference only. Even if this agreement does not take effect, Client will be obligated to pay JGPC the reasonable value of any services JGPC may have performed for Client.

12. **ENTIRE AGREEMENT.** This document contains the entire agreement between the parties and there are no representations or warranties not herein contained.

13. **FILE RETENTION.** After our services conclude, JGPC will upon Client's request deliver the file for this matter to client along with any funds or property of clients in our possession. If client does not request the file for this matter, we will retain it for a period of five (5) years after this matter is closed. If client does not request delivery of the file for this matter before the end of the five-year period, we will have no further obligation to retain the file, and may, at our discretion, destroy it without further notice to client.

**JG,P.C.,
BUSINESS & CORPORATE LAW**

By _____
JAMES H. GULSETH, President

I/We have read and understood the foregoing terms and agree to them as of the date **JG,P.C., BUSINESS & CORPORATE LAW** first provided services. If more than one party signs below, we each agree to be liable, jointly and severally, for all obligations under this agreement.

CLIENT(S):

Print Client Name
By: _____

Print Client Name
By: _____

Print Client Name
By: _____

Print Client Name
By: _____

Address _____

Address _____

Telephone No. _____

Telephone No. _____

Cell No. _____

Cell No. _____

Email Address: _____

Email Address: _____