



November 27, 2012

To: [Client]  
[Address]

Re: Engagement Acknowledgment

Dear [Client],

Thank you for choosing the Ratloff Law Firm for your legal needs. This letter signifies that you are engaging us for the services listed hereunder at the fee or rate quoted below. We have projected an approximate deadline, and we will schedule any required delivery dates around that time with you as our work progresses.

We will work hard to ensure that we satisfy your personal and/or business goals and objectives. We believe in open, trusting, and long-term relationships with our clients, and thus we encourage you to contact us with questions or issues at any time. Our contact information is available on our website: [www.ratlofflawfirm.com](http://www.ratlofflawfirm.com). If a retainer is required, note that this is to pay your last invoice. That is, in the event our engagement is terminated or at its completion, we will apply the retainer to that last invoice but to none preceding it unless payment is late (beyond 30 days after you are invoiced).

- |  |  |
|--|--|
| <input type="checkbox"/> Retirement Plan Compliance _____    | <input type="checkbox"/> Health Plan Compliance _____  |
| <input type="checkbox"/> Executive Compensation Review _____ | <input type="checkbox"/> PPACA Preparation _____       |
| <input type="checkbox"/> Tax Planning _____                  | <input type="checkbox"/> Succession Planning _____     |
| <input type="checkbox"/> Document Drafting _____             | <input type="checkbox"/> Administrative Services _____ |
| Type: _____  | <input type="checkbox"/> Litigation Support _____      |
| <input type="checkbox"/> Business Entity Formation _____     | <input type="checkbox"/> Plan Corrections _____        |
| Type: _____  | <input type="checkbox"/> Consulting Services _____     |

Fee or Rate: \_\_\_\_\_

Initial Retainer Received: Y/N

Approximate Timeframe: \_\_\_\_\_

If Y, amount? \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
Date