

# MENSAH LAW OFFICE

A PROFESSIONAL LIMITED LIABILITY COMPANY  
5335 WISCONSIN AVENUE, N.W., SUITE 440  
WASHINGTON, D.C. 20015

**TONY MENSAH**  
Member

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VIA ELECTRONIC MAIL:

Re: Engagement Letter Re: Basic Estate Planning-Couples

Dear:

This engagement letter describes the services (“Services”) that Mensah Law Office, PLLC (the “Firm”) will provide to (the “Clients”) in preparing the Client’s estate plan.

This letter details the general terms of the engagement of the Firm’s legal services. Accordingly, the Firm submits for the Clients’ approval the following provisions governing the engagement.

**SCOPE AND SERVICES:** After obtaining a signed Engagement Letter and the Fee Payment from the Clients the Firm’s work shall include the following:

1. The Firm will draft two wills, two living wills and two durable powers of attorney for the Clients.
2. The Firm will provide the Clients with one hour (maximum) for an initial consultation and one hour (maximum), after completion of the estate planning

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documents, to review and explain the estate plan and to address any other issues the Clients may have with the estate plan.

3. In order to render these services effectively, the Clients have agreed to disclose fully and accurately all facts and have agreed to keep the Firm apprised of all developments relating to this matter. The Clients have agreed to cooperate fully with the Firm, to assist the Firm as much as the Firm believes is necessary, and to be available to attend meetings, and to answer any questions that the Firm may have related to preparing the Clients' estate plan.
4. The Firm does not promise any results to the Clients. The Firm seeks to meet its obligations to the Clients by using the legal expertise of its Partner combined with estate drafting materials to prepare the Clients' wills, living wills and durable powers of attorney.

**FEES:** Fixed, one-time fee of seven hundred-fifty dollars (“\$750.00”) for a basic level-couples estate plan. If the Clients seek to have additional work performed by the Firm, outside of the scope of this Agreement, the Firm’s billable hour rate for Principals is three hundred dollars (\$300.00) per hour. Clients agree that the Firm may use others who may assist in this representation. The Firm’s current hourly rates range from \$300.00 - \$250.00, and \$150.00 for paralegals / law clerks.

**EXPENSES:** Clients agrees to pay all expenses related to the agreed upon services. Such costs and expenses may include, mass reproduction fees and notary fees. The expenses are charged separate from the one-time fixed fee, of \$750.00, defined above.

**DISPUTES:** Questions as to the fee amount on a bill shall be brought to the attention of the Firm, in writing, within seven (7) days of receipt of the bill; otherwise the bill will be presumed to be correct. In the event a dispute arises between Clients and Firm relating to the Clients’ fees, the Clients may have the right to arbitration of the dispute pursuant to the State of New York’s Fee Dispute Resolution Program or the Equivalent program in the District of Columbia or Maryland. The Firm will provide the Clients with the necessary information concerning this program at the Clients request.

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**TERMINATION:** Either party may terminate this contract at any time by notifying the other party in writing. In the event the Firm's representation is terminated by either party, Clients agree that the Clients will be responsible for any and all charges incurred in connection with the Firm's representation of Clients up to the date of said termination, including any costs necessary to properly transfer the Clients' files and information to a new attorney or representative. If the Firm elects to withdraw, the Clients will take all steps necessary to free the Firm of any obligation to perform future services, including the execution of any documents necessary to complete the Firm's withdrawal.

**ENTIRE AGREEMENT:** This agreement contains the entire agreement between the parties hereto pertaining to the rendition of the aforementioned services by the Firm to Clients. Any prior understanding or representations of any kind preceding the date of this agreement shall not be binding on either party to this agreement. This agreement may be altered or amended only by an instrument in writing signed by the parties hereto. The Firm explicitly reserves the right to terminate the relationship with Clients if Clients misrepresent or fail to disclose material facts, fail to meet deadlines, fail to pay fees and expenses or for conduct making it unreasonably difficult or unethical to represent Clients or for any other just cause.

**CLOSING PROVISION:** If the Clients agree with the Scope of the Services and the engagement arrangement, please acknowledge this by signing the enclosed copy of this letter and return it to the Firm. Should the Clients have any questions regarding the foregoing or any other matter, please feel free to contact the Firm.

Very truly yours,

Mensah Law Office, PLLC

By:           /s/ Tony Mensah            
Tony Mensah, Esq.

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**READ, APPROVED AND ACCEPTED:**

\_\_\_\_\_ **(Electronic Signature here)**  
Click here to print full name.

\_\_\_\_\_ **(Enter date here)**  
Date

**READ, APPROVED AND ACCEPTED:**

\_\_\_\_\_ **(Electronic Signature here)**  
Click here to print full name.

\_\_\_\_\_ **(Enter date here)**  
Date