

MENSAH LAW OFFICE

A PROFESSIONAL LIMITED LIABILITY COMPANY
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WASHINGTON, D.C. 20015

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Member

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VIA ELECTRONIC MAIL:

Re: Engagement Letter Re: Basic Estate Planning-Individual

Dear _____

This engagement letter describes the services (“Services”) that **Mensah Law Office, PLLC (the “Firm”)** will provide to _____ (**the “Client”**) 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 Client’s approval the following provisions governing the engagement.

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

1. The Firm will draft a will, living will and durable power of attorney for the Client.
2. The Firm will provide the Client with one hour (maximum) for an initial consultation and one hour (maximum), after completion of the estate planning documents, to review and explain the estate plan and to address any other issues the Client may have with the estate plan.
3. In order to render these services effectively, the Client has agreed to disclose fully and accurately all facts and has agreed to keep the Firm apprised of all developments relating to this matter. The Client has agreed to cooperate fully with Firm, to assist the Firm as much the Firm believes is necessary, and to be available to attend

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meetings, and to answer any questions that the Firm has related to preparing the Client's estate plan.

4. The Firm does not promise any results to the Client. The Firm seeks to meet its obligations to the Client by using the legal expertise of its Partner combined with estate drafting materials to prepare the Client's will, living will and durable power of attorney.

FEES: Fixed, one-time fee of six hundred dollars ("600.00") for one, basic level-individual, estate plan. If the Client seeks 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. The Client agrees 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: The Client 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 600.00, 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 the Client and Firm relating to the Client's fees, the Client 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 Client with the necessary information concerning this program at the Client's request.

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, the Client agrees that the Client will be responsible for any and all charges incurred in connection with the Firm's representation of the Client up to the date of said termination, including any costs necessary to properly transfer the Client's files and information to a new attorney or

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representative. If the Firm elects to withdraw, the Client 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 Client. 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 Client if Client misrepresents or fails to disclose material facts, fails to meet deadlines, fails to pay fees and expenses or for conduct making it unreasonably difficult or unethical to represent Client or for any other just cause.

CLOSING PROVISION: If the Client agrees 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's attention. Should you 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.

READ, APPROVED AND ACCEPTED:

_____ **(Electronic Signature here)**

[Click here to print full name.](#)

_____ **(Enter date here)**

Date