

# MENSAH LAW OFFICE

A PROFESSIONAL LIMITED LIABILITY COMPANY  
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**TONY MENSAH**  
*Member*

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[Click here to enter date.](#)

VIA ELECTRONIC MAIL:

[Click here to enter contact name.](#)

[Click here to enter business name](#)

[Click here to enter address 1.](#)

[Click here to enter address 2.](#)

**Re: Engagement Letter Re: Business Law Services-Billable Hours**

Dear [Click here to enter Mr. / Ms. Last name:](#)

This engagement letter describes the services (“Services”) that **Mensah Law Office, PLLC (the “Firm”)** will provide to [Click here to enter full name of the business.](#) (the “Client”) by providing day-to-day legal counsel for the Client.

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 Initial Retainer Fee payment from the Client the Firm’s work shall include the following:

1. The Firm will provide day-to-day services to the Client to include drafting business agreements; review of contract/s; assistance with handling complex legal issues; and guidance regarding landlord-tenant issues. Any additional legal services must be mutually consent to by the Firm and the Client and specifically defined hereto under Exhibit A to this Agreement. Please contact the Firm to obtain such consent.
2. The Firm will provide the Client with one hour free for an initial consultation and three hours (maximum), per month for free consultation, to answer questions and concerns of the Client regarding day-to-day business issues.

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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 meetings, and to answer any questions that the Firm has related to the day-to-day activities of the Client.
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 to provide day-to-day legal services to the Client.

**FEES:** Billable Hour Fees with a Client Retainer of \$5,000.00.

Tony Mensah billing rate - \$300.00 per hour

Client agrees to pay Firm an initial retainer of \$5,000.00 before the Firm begins work on this matter (the "Initial Retainer Fee"). Firm will apply funds from this amount to the fees and expenses incurred on Client's behalf. All services provided to the Client will be billed at an hourly rate of \$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. If the Initial Retainer Fee falls significantly below \$0.00, Firm may request that Client promptly replenish this advance up to \$5,000.00, if necessary.

Client hereby acknowledges that the foregoing fee arrangement is not set by law, but is negotiable, and has been negotiated, between and amongst the parties.

Finally, the Firm makes reasonable efforts to send our billable hour totals to the Client, via email or first class mail, once a month.

**EXPENSES:** Client agrees to pay all expenses related to the agreed upon services. Such costs and expenses may include, but are not limited to, investigators, witnesses, consultants, court

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reporters, photocopying, delivery and messenger services, computerized research, travel (including mileage, parking, and ground transportation), long-distance telephone calls, facsimiles, word processing, and filing fees. Expense will be paid from the Client retainer fee and will be billed distinct from the Firm's hourly fees.

**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 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.

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**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 of the business.](#) Legally authorized representative

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

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**EXHIBIT A**

**Click here to enter additional legal services that have been mutually consented to by the Firm**