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*Of*  
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**Fee Schedule**  
**Business Representations**  
**2021**

Greetings and thank you for your contact to my law practice.

The following Fee Schedule sets forth legal fees and costs for Business Representations. The fees are intended to reflect the overall value of the legal services provided, as well as the anticipated time and effort involved.

**I.**  
**Overview**

I have a fee-for-service law practice. Payment of legal fees by a client for legal services rendered is required before I deliver legal services to a client.

Legal fees are paid by retainers and are set forth in Billing Statements detailing legal services rendered and legal fees earned and paid, as further described below.

Some legal representations are paid by fixed legal fees. Examples of fixed legal fees are listed on my website [[www.erielawoffice.com](http://www.erielawoffice.com)] for estate plans or starting new businesses or starting new nonprofit organizations, or for consultations about them, or for consultations about other matters.

If a legal representation is not specifically listed as a fixed legal fee charge, it's not a fixed legal fee charge.

For many legal representations, I do not provide a fixed legal fee charge because so many variables influence the time and work required to reach the outcomes desired by my clients.

**II.**  
**Legal Fees and Costs**

(i) For Business Representations, my standard billing rate for legal fees is \$200 per hour; (ii) for some specialized business representations, my

billing rate for legal fees is \$250 per hour, or I may charge legal fees as a percentage of the value of a representation, both discussed with clients beforehand; (iii) I charge \$250 in legal fees for a consultation, payable before a consultation; once I receive the consultation fee, I will contact you and schedule the consultation; allotted time for a consultation is up to an hour; there may be an additional consultation fee if time greater than one hour is needed; (iv) I also charge for costs that may be incurred for a representation, whether for filing fees, mailings, materials, so forth, in an amount I'll provide before a representation commences.

### **III.** **Business Representations**

Most business representations fall into the category of legal representations not eligible for fixed legal fees, and, by business representations, I include, as typical examples, transactions involving buying or selling a business, or other business ownership transfers; leasing real or personal property; preparing instruments that involve property transfers; drawing up contracts, agreements, or other documents for specified purposes; reviewing and analyzing documents for content and result; preparing and handling compliance filings that may be required by governmental agencies or others.

For business representations that are not charged by fixed legal fees, I provide a range of legal fees charged, on an hourly or percentage basis, based on my judgment and experience handling such matters. Most business representations I handle will conclude within the range of legal fees quoted.

Because I cannot control other circumstances which may arise during a representation, often because of third-party requirements, the range of legal fees may change until the transaction or representation is closed or concluded.

For every business representation, I request payment of an initial retainer of legal fees which I'll hold in escrow, against which I'll bill legal fees for my legal services, and for which (as well as for additional retainers) I'll provide detailed Billing Statements on a recurring basis or at the end of the representation, showing legal services rendered, legal fees earned, costs paid, along with payment of legal fees and costs from the retainer.

I do not undertake a business representation, or start the legal work, until I receive the initial retainer of legal fees.

Legal fees are earned when legal services are delivered, as set forth by me on Billing Statements provided to clients.

Depending on the time anticipated to complete a business representation, or the legal work generated, additional retainers for legal fees may be requested before closing or before completing a representation, the amount and payment of which will be discussed with the client before starting the work.

Such additional retainers will be within the range of legal fees quoted, or beyond the range quoted if generated by other circumstances.

If, during a representation, a client chooses not to remit an additional retainer of legal fees requested by me, within the time set forth by me, then I will withdraw from the representation, giving notice to the client, consistent with my responsibilities as a Virginia-licensed lawyer.

If a representation is ended or completed, and there is a portion of a retainer not earned, it'll be promptly returned by me to the client.

#### **IV.** **Conclusion**

Making a decision to engage a lawyer is always important for a client and how much it costs should always be a factor in any such decision.

Clients expect legal excellence from their lawyers, and that's as it should be.

What's not desired by clients or by lawyers are surprises about legal fees or about costs. That's why it's equally important that we speak about legal fees and costs, fully and frankly, before starting and undertaking every Business Representation.

Thank you for your consideration and please know I very much look forward to the opportunity to handle this important representation for you. With best personal regards, I remain

Very truly yours,

*J. Steven Erie*

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