

Business Contracts



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RETAINER AGREEMENT

THIS AGREEMENT is made this <<CurrentDay>> day of <<CurrentMonth>>, <<CurrentYear>> by and between <<Company>> (“Company”) and <<CustCompany>> (“Customer”).

Agreements

In consideration of the mutual covenants set forth in this Agreement, Customer and Company hereby agree as follows:

1. Engagement of Services.

Company agrees to render to Customer professional services as follows:

- a) << Insert the type of service to be covered under this retainer here. >>
- b) << Insert the type of service to be covered under this retainer here. >>
- c) << Insert the type of service to be covered under this retainer here. >>
- d) << Insert the type of service to be covered under this retainer here. >>

In addition to professional services, Customer agrees to pay for additional expenses and third party costs incurred for or on behalf of Customer, including, but not limited to:

- a) Copies, shipping, courier services, printing, media costs (disks, storage, etc).
- b) << Insert any additional type of expense to be covered under this retainer here. >>
- c) << Insert any additional type of expense to be covered under this retainer here. >>

2. Billing and Understanding of Rates.

Fees are based on the actual time spent on services performed, at a rate of <<HourlyRate>> per hour, billed in quarter hour (.25) increments. Travel Rates shall be billed at << Insert Travel Rate >> per hour and << Insert Mileage Rate >> per mile. Phone conferences shall be billed at actual time when demanded or scheduled ahead of time by customer. Customer acknowledges that all ...

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