LAW MADE SIMPLE

From:
The Partners
ADL Solicitors
13 St Swithins Lane

CLIENT ENGAGEMENT SAMPLE LETTER

……

I/We have downloaded the Initial Instruction Pack and confirm that you are being requested to represent us and act on the terms set out herein and in the Initial Instruction Pack.
We request that you act immediately and to the extent that these exist, we waive our rights to cancel within any cooling off period whether under The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 or otherwise.
Details are:

CLIENT NAME:	
Nature of Engagement	
PREFERRED METHOD OF CONTACT:	_____
Nature of Business?	_____
MATTER DESCRIPTION:	_____
Fees Fees are automatically billed and unless otherwise notified based on	**To be discussed** Client and Solicitor to agree fixed fee review or hourly rates – discussion to take place once documents for review are made available, Discounts may be available on agreed staged-fee work where we agree a budget for the work and payment falls due immediately upon work starting. A separate Fees letter will be sent to you about our fees

Fixed Fees Agreed: A Fixed Fee is an agreed fee for a particular set of work or for a particular next step in matters such as litigation or a review of a contract. Once such work is accepted, the full fee becomes payable even if the work is subsequently cancelled before delivery of services in whole or in part. Where additional work is incurred, subject to this being foreseeable, then no additional charge is levied. Where work is not foreseeable, then we will charge hourly rate shown subject to a 20% further discount. Where no Fixed Fee letter is received, you should assume Hourly Rates apply.	**To be discussed**
Staged Fees Agreed: A Staged Fee is where we agree that the next stage of the work will be carried out accordingly to particular parameters for a particular fee. Work outside those parameters will be charged at appropriate hourly rates	**To be Discussed**
We may utilise cloud delivery of documents and invoices. A Cloud delivery account will always include a fee area	

Lawyers means any lawyer trained in Geographic Europe (usually the EU and Russia) or Australia/New Zealand. Fixed Fees if agreed are subject to written quotation, otherwise please treat as estimates.
(See Limitations Below). All Rates are ex-VAT and VAT if applicable will be added.
For Fixed Fees see www.adlsolicitors.com/instructing-us

Instructions are subject to the following limitations:
All work subject to terms and conditions at adlsolicitors.com

These matters are not Entire Representation matters and ADL Solicitors has the right to cease to represent you if at any time fees are not promptly paid and/or if any of our staff are subject to abusive communications or inappropriate action or if unlawful actions are requested.

We are also entitled at our entire discretion to cease to represent you where you fail to take our advice and where continuing to act for you could result in embarrassment to the firm or in our opinion risks adverse risk and/or costs consequences to the firm. Fees are due when billed and non-refundable. Automatic billing may apply. Calls may be automatically recorded.

Authorisation Signature: The Client hereby confirms that they have received the Client Care and Litigation Letter and been notified about complaints procedures and accepts the ADL Solicitors terms of engagement and conditions of business of ADL Solicitors as published and provided from time to time (including the liability limitations and exclusions) and acknowledges that these may be amended on notice from time to time and that this is not a contract of entire representation but may be terminated at any time by ADL Solicitors, including upon any failure to pay fees or required disbursements as requested by ADL Solicitors	**For and on Behalf of the named Client** ..... Signed for/by the Client Director **ADL Solicitors is only authorised to give advice in relation to English Law and European Supra-National Law. Certain lawyers are qualified in other European jurisdictions and may be entitled to provide law in relation to those European jurisdictions, (such as Italy).**

IDENTITY DOCUMENTS TO BE ATTACHED: (For each person entitled to instruct)
Client
Photo ID (Driving licence or passport) for each Instructing Person
Two utility Bills for each Person's Home Address

FOR COMPANY:
Board Minute of Appointment (template available on request)
Company Number

SCAN & E-MAIL TO: **partners@adlsolicitors.com**