



Retainer & Disclosure Statement

Your Reference:
Our Reference:

Date: _____

Re: _____

1. We always act in your best interests.
2. We keep your matters confidential and private.
3. We deliver legal services as instructed. Partner's hourly rate \$1,000. Solicitors' rate \$550
4. The fee-earner is assisted by others.
5. You can instruct us to stop work any time. You remain responsible for costs until then.
6. We can cease to act for you if:
 - you do not comply with the Retainer
 - we did not receive adequate instructions
 - continuing to act may breach professional conduct rules, our ethics or the law
7. Any work done before the Retainer is covered by this Retainer.
8. We can ask you to sign another Retainer. Until you do, this Retainer covers all your files.
9. Our documents are copyright. You cannot reproduce those without our written consent.
10. You authorise us to destroy your file and records after 120 days of closing the file. You are responsible for retaining records for the ATO and others. Other than Wills & POAS we never hold originals.
11. If any part of the Retainer is void or voidable then the remaining parts remain enforceable.

12. The Retainer is the entire agreement. It is amended only in writing.
13. As your agent we may incur disbursements (e.g. titles office). You authorise us to incur expenses. You are responsible for them.
14. Any disbursements are charged at cost.
15. Costs and disbursements are paid from your credit card. You receive a tax invoice.
16. Unpaid invoices incur interest set by law.
17. You indemnify & hold us harmless from loss.
18. You authorise us to speak to your advisers, accountants and lawyers, as we require.
19. Our costs are above any statutory scale.
20. You can negotiate this retainer, receive a bill of costs; itemised bill, request written reports on progress and costs (at no cost) and apply for a costs assessment within 12 months. See: *Legal Costs – your right to know*.
21. You may ask the Court to review the Retainer and if not reasonable, costs may be reduced or the Retainer set aside.
22. When signing on behalf of a company, business or another you bind them and personally guarantee the payment.
23. You retain a copy of this Retainer.
24. Liability limited by a scheme approved under Professional Standards Legislation.

Name: _____ Address: _____

Email _____

Telephone: W: _____ M: _____ H: _____

Please debit my **Credit card** Visa / MasterCard

Card Number: _____ / _____ / _____ / _____


Name on Card: _____ Expiry Date: _____ / _____

Direct Deposit

BSB: 066155 **Account:** 10463954

Payment Ref: Your name or Reference number

I accept this Retainer:

	
---	--