

Norman Access and Conflict Resolution Consultants Group

Gnormanlaw.com

Re: Engagement

This is to express the gratitude that you have chosen Norman Access and Conflict Resolution Consultants Group (“the Group”). Generally, the Group provides a range of legal and non-legal services, including, but not limited to, compliance, facilitation, mediation, motivational presentations, and training. A detailed list of the services furnished by the Group and the cost of those services is at gnormanlaw.com. I am writing to furnish a record of our understanding as to the extent and the scope of the services that will be furnished in coming days, weeks or months.

Parties

On this ____ day of ____ one or more parties, by the name of _____ have sought, and now by this dated letter of engagement, has agreed to utilize the services of the Group.

Services

The approximate amount of time and cost for the services, which you have engaged the Group to furnish, will be described below. The steps and time parameters required to complete the services engaged by this instant letter may alter because of the course of events and/or time that are beyond the control of the Group. In addition, the Group will proactively be in communication, apprising you of the status and of the cost of our services. Should there be a material change in the time required to complete or the cost of the services, you will possess the ability to discontinue engagement with the Group. However, you are responsible for the cost, charges, or fees, of services provided by the Group up to and inclusive of the date of termination.

You have engaged the following services

In accordance with the price scheme set forth at gnormanlaw.com, the service or services described above will require the following approximate number of hours and will result in the ultimate approximate cost of

Policy on Retainers

The policy of the Group is to request a retainer, advance payment by you, where the estimate furnished above is likely to exceed \$750.00. The Group has the right to increase the amount of the initial retainer, and to request prompt payment, where the initial retainer is depleted. In the event that the service or services set forth above are completed or disposed of than initially estimated, the balance of the retainer that remains after applicable charges, costs, or fees, will be promptly remitted.

Additional Costs

All customary and usual expenses and costs incurred on your behalf in the course of the engagement, including filing, expert fees, photocopying, long distance telephone calls, messengers, fax transmissions, transcripts, overnight delivery, and postage will be billed at cost. **The above estimate does not include travel related costs. Travel costs will be kept as minimal as possible. A separate policy and letter of engagement will govern travel costs.**

Form of Payment

You will be billed monthly, based on invoice. Invoices may be attached as a PDF document to your known current e-mail address. Payment is due promptly, by check or money order.

Record Retention

The Group may send you documents related to the services you have engaged the Group to provide. These documents may include pleadings, correspondence, and other information. These copies will be your file copies. Please retain them. The Group will also keep the

information in a file in the office, which will be the file of the Group. Please bring your copy of the file to all of our meetings so that we both have all the necessary information in front of us.

When the Group has completed all the work necessary for your engagement, original documents will be returned to you and our files will be closed. The file for your engagement will be retained and stored in accordance with applicable rules of professional conduct. The file will be destroyed after that period of time, unless you instruct in writing.

TERMINATION OF THE RELATIONSHIP

Our engagement will continue through the conclusion of the service or services described and fully explained above or until otherwise agreed. Where bills are not promptly paid, the Group has the right to terminate its services. Conversely, you possess the right to cancel, at any time, this engagement. In the event of a cancellation, you will be responsible for the costs of the service or services earned on an hourly basis to the time of cancellation, plus those charges, costs, fees, expenses, or other outlays incurred to transfer the file or files and/or to seek, in the context of litigation, the permission for leave to withdraw.

Review this correspondence, and if you agree to the terms of this legally binding contract, please sign in the space provided for at the bottom in the addendum. If any of the above information is not consistent with your understanding of our agreement, please contact the Group before affixing your signature. Please confirm you have read this letter of engagement in an accessible format of your choice and comprehended all of its terms. Please print this correspondence, sign its contents on the lines provided for your signature, and electronically return the signed document as a PDF attachment to the Group.

Please immediately contact me at (410) 241-6745 if you possess questions. The Group looks forward to working with you.

Sincerely,

Gary C. Norman, Esq.

ADENDUM

I _____ agree to the terms of the legally binding contract, whose terms are clearly described and indicated in the correspondence above. The Group will provide one or more services, which have been described to me in advance. The service or services for which I have engaged the Group, as set forth above in the correspondence, are consistent with my understanding. I will compensate, remunerate, or reimburse the Group for these services. The instant letter of engagement and this accompanying addendum constitutes the whole of the understanding of the Group and me. There are no other prior understandings or written contracts between the Group and me. If there are any prior understandings or contracts between us, they are superseded and abrogated by the instant letter of engagement and this accompanying addendum.