



ALTMORE BUSINESS LAW

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phone: [+44] [0]845 094 9000

www.altmorebusinesslaw.com

Name
address
post code
of prospective
client

Date

Dear Client,

Re:

Thank you for instructing Altmore Business Law to act for [you] [your company/ firm] on the intended [outline description of the work to be done] (the "Assignment").

I am/ We are very pleased to be working on this important Assignment and will provide you with an excellent service.

We are required by the Solicitors Regulation Authority to write this letter of engagement setting out the proposed terms of business.

Please sign and date a copy of this engagement letter where indicated below before returning it to me/ us.

If you have any questions relating to what follows in this letter or concerning the implementation of the Assignment now or at any time please do not hesitate to ask.

The terms of service [accompany this letter] [may be down loaded from the back office (within the section "The firm") on our web site]. Please read them carefully. They form part of the terms of engagement as varied by or added to by this letter.

Please sign and date a copy of the terms of service where indicated at the end of that document before returning it to us/ me.

[X] is a solicitor with some [20] years experience working exclusively in the field of company and commercial law.

Altmore's priorities are to provide you with a fast, efficient and high quality service. If at any time you become dissatisfied please speak with us/ me, following which I/ we will deal with the matter in accordance with this firm's complaints procedure, a copy of which [accompanies this letter] [may be down loaded from the back office (within the section "The firm") on our web site].

Regarding fees, we have decided to proceed on the basis of [describe fee basis ie time based (hourly rate)/ fixed fee/ time based with capped fee/ other basis] plus the cost of essential disbursements such as company searches and travel, plus VAT.

30A High Street East, Uppingham, LE15 9PZ. eFax: 01572 801100

[Provide estimate if a time base (ie hourly rate) applies.]

[If fixed fee: describe points in time bills will be rendered: if there is an initial bill this is to accompany this letter]. [If applicable: the fixed fee element covers work through to completion of the Assignment and incidental work immediately following. The fixed fee does not include work required thereafter such as [handling any issues concerning the release to you of retained funds or a warranty claim.]

The cost of associate lawyers, if appointed by us will be will be [if time based : in addition to this firm's fees: if some other basis [included within our fees] [in addition to our fees and will be charged to and be payable by you at cost]. The cost of associate lawyers instructed directly by you will be borne directly by you.

We will bill you monthly or at such other intervals as may seem to us to be appropriate having regard to, amongst other things, the intensity of work being done [or at the points in time described above].

The details of the bank account of this firm to which funds should be remitted are shown on the bill.

I/ We will work with a view to achieving completion as soon as possible [and will give high priority to the Assignment]. You will of course appreciate that the speed at which we are able to progress the Assignment is affected significantly by the prioritisation given by other parties.

We are required by money laundering regulations to obtain satisfactory evidence of [your identity] [the identity of the finance director/ finance partner and the managing director/ the managing partner of your company/ firm].

Please would you [each] send a photocopy of the money laundering items listed below as certified by a solicitor to be true copies of the original.

[I/ We look forward to receiving funds on the enclosed bill and being able to get the Assignment properly underway.]

Thank you again for using Altmore Business Law.

Yours sincerely/ faithfully,

See next page



On a copy of this engagement letter

I/We are pleased to instruct Altmore Business Law to act in the Assignment as described above upon the terms of your engagement letter and terms of service and in that regard enclose for your files the following items as signed or certified

1. A copy of this engagement letter as signed by us/ me
2. A copy of the terms of service as signed by us/ me
3. The following items in relation to each person required by the engagement letter and certified to be true copies of the original:
 - (a) identity page within a passport and
 - (b) a utility bill or bank statement.

Signed by

Date.....

Print name.....

Title role.....

If applicable

Full name.....

of the company or partnership the signatory represents
if applicable

If several individuals are instructing in a personal capacity each should complete a form as show below

Signed by

Date.....

Print name.....

Signed by

Date.....

Print name.....

