

WESTERN WAKE LAW GROUP
ATTORNEYS AT LAW

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MEMORANDUM TO NEW CLIENTS

Thank you for choosing **Western Wake Law Group**. Our areas of practice include real estate law (transactional and litigation) and estate planning (wills, trusts, powers of attorney and living wills drafting).

In most cases (except for fixed fees matters, such as simple wills), attorney work is performed on an hourly basis at \$225 per hour. Paralegal time is billed at \$110 per hour and Law Clerk time is billed at \$135 per hour. We typically require a deposit or retainer of one half of the estimated cost to be paid in advance, which we will discuss with you during your initial conference. Please understand that several projects are open-ended, making it difficult to estimate the total actual cost. Except for matters expected to be of relatively short duration, you will typically be billed on a monthly basis.

We charge our standard hourly fee for your initial conference. If your matter involves a fixed fee, the initial conference will be included in the total actual cost. Payment must be provided at the conclusion of the conference. If you retain us for additional services after the initial conference, the bill for the conference typically will be included in the fee arrangement we agree upon.

In order to help our staff set up your file, please provide the basic information indicated below.

Your Name: _____

Company/Business Name: _____

Date of Initial Conference: _____

Home Address: _____
Address City State Zip

Work/Business Address: _____
Address City State Zip

Email Address: _____

Phone: Home _____ Work/Other _____
Cellular _____ Fax No. _____

Best way to reach you? _____

Brief description of the legal work you need to have done: _____

How did you hear about **Western Wake Law Group**?

Lawyer Referral Service _____ Mailer _____ Web Site _____ Building Sign _____ Yellow Pages _____

Friend _____ (who _____) Chamber of Commerce _____ (which one _____)

We thank you for your trust and confidence in Western Wake Law Group.