

Retainer Installment Fee Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Project/Matter: [Insert Project Description]

This letter outlines the agreement for the payment of the professional retainer fee in three (3) distinct installments. The total retainer amount is \$[Insert Total Amount].

Phase 1: Initial Deposit

The first installment of \$[Insert Amount] is due upon the signing of this agreement. Work will commence once this payment is received. This phase covers [Insert Scope, e.g., Initial Research and Strategy].

Phase 2: Milestone Payment

The second installment of \$[Insert Amount] is due upon [Insert Milestone, e.g., Completion of First Draft or Date]. This phase covers [Insert Scope, e.g., Development and Implementation].

Phase 3: Final Installment

The third and final installment of \$[Insert Amount] is due upon [Insert Completion Criteria, e.g., Final Filing or Project Conclusion]. This covers [Insert Scope, e.g., Final Review and Closing].

Terms and Conditions:

- Payments are non-refundable unless otherwise specified.
- Late payments may result in a suspension of services.
- Out-of-pocket expenses are billed separately from these installments.

By signing below, both parties agree to the terms outlined above.

Client Signature: _____ **Date:** _____

Provider Signature: _____ **Date:** _____