

[Date]

[Attorney Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Engagement for Expert Witness Services - [Case Name/Reference Number]

Dear [Attorney Name],

This letter confirms the agreement between [Expert Name/Company Name] ("Expert") and [Law Firm Name] ("Client") regarding the provision of expert witness services in connection with the above-referenced matter.

1. Scope of Services

The Expert will provide professional services including, but not limited to: reviewing case documentation, performing technical analysis, preparing expert reports, attending depositions, and providing testimony at trial. The scope may be amended by mutual written agreement.

2. Compensation and Fees

The Client agrees to compensate the Expert at the following rates:

- Hourly rate for research, preparation, and meetings: \$[Amount]
- Hourly/Daily rate for deposition and trial testimony: \$[Amount]
- Administrative or travel time: \$[Amount]

3. Retainer

A non-refundable initial retainer of \$[Amount] is required prior to the commencement of work. This retainer will be applied against final billings.

4. Expenses

The Client shall reimburse the Expert for all reasonable out-of-pocket expenses, including travel, lodging, meals, and data acquisition, provided such expenses are documented.

5. Payment Terms

Invoices will be submitted monthly and are due within [Number] days of receipt. Responsibility for payment rests solely with [Law Firm Name], regardless of the outcome of the litigation or any third-party reimbursement arrangements.

6. Confidentiality

The Expert agrees to maintain the confidentiality of all non-public information received during this engagement and will not disclose such information to any third party without prior written consent, except as required by law.

7. Termination

Either party may terminate this agreement upon [Number] days' written notice. In the event of

termination, the Client shall pay for all services rendered and expenses incurred up to the date of termination.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Expert Signature]

[Expert Name]

[Expert Title]

Accepted and Agreed:

[Authorized Signatory for Law Firm]

Date: _____