

[Date]

[Client Name]

[Law Firm Name]

[Address]

[City, State, Zip]

Re: Engagement for Forensic Accounting and Litigation Support Services

Matter: [Case Name/Reference Number]

Dear [Name],

This letter confirms that [Firm Name] has been retained by [Law Firm Name] to provide forensic accounting and litigation support services in connection with the above-referenced matter. Our services are being performed at your direction in anticipation of litigation.

1. Scope of Services

We will provide the following services as requested:

- Analysis of financial records and relevant documentation.
- Identification and quantification of [specific issues, e.g., economic damages, hidden assets].
- Preparation of a formal expert report (if required).
- Provision of deposition and/or trial testimony.
- Consultation regarding financial evidence provided by opposing parties.

2. Professional Fees

Our fees are based on the time expended at our standard hourly rates:

- Partner/Director: \$[Amount]/hour
- Manager: \$[Amount]/hour
- Associate/Staff: \$[Amount]/hour

Out-of-pocket expenses, such as travel and data hosting, will be billed at cost.

3. Retainer

A retainer of \$[Amount] is required prior to the commencement of work. This retainer will be applied against the final invoice or held until the conclusion of the engagement.

4. Confidentiality and Work Product

All work performed under this engagement is intended to be protected by the attorney-client privilege and/or the work-product doctrine until such time as we are designated as testifying experts. We will not disclose our findings to any third party without your express consent.

5. Client Responsibilities

[Law Firm Name] and the Client agree to provide all necessary financial records and

documentation in a timely manner. We will rely on the information provided without independent verification unless specifically included in the scope of work.

6. Termination

Either party may terminate this engagement upon written notice. In the event of termination, all fees for services rendered up to the date of termination shall be paid in full.

Please acknowledge your agreement to these terms by signing below.

Sincerely,

[Your Name/Signature]

[Your Title]

[Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Printed Name]

Date: _____