

[Date]

[Client Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

**RE: Engagement for Expert Witness Services - [Case Name/Matter Number]**

Dear [Contact Name],

This letter confirms the agreement between [Expert Name/Company Name] ("Expert") and [Law Firm/Client Name] ("Client") regarding the provision of expert testimony services, including deposition and trial testimony, for the above-referenced matter.

**1. Scope of Services**

The Expert agrees to provide the following services as requested:

- Review of case-related documents and materials.
- Preparation for deposition and trial testimony.
- Attendance and testimony at depositions.
- Attendance and testimony at trial or evidentiary hearings.

**2. Professional Fees**

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

- Deposition Testimony: \$[Amount] per hour (minimum [Number] hours).
- Trial/Hearing Testimony: \$[Amount] per day or half-day.
- Preparation and Travel Time: \$[Amount] per hour.

**3. Expenses**

The Client shall reimburse the Expert for all reasonable out-of-pocket expenses, including travel, lodging, meals, and specialized research materials, provided they are documented by receipts.

**4. Retainer**

An initial retainer of \$[Amount] is required before services commence. This retainer will be applied against final billings.

**5. Cancellation Policy**

Due to the scheduling demands of testimony, if a deposition or trial appearance is cancelled or postponed with less than [Number] hours' notice, a cancellation fee of \$[Amount] will apply.

**6. Payment Terms**

Invoices will be issued [Monthly/Upon Completion]. Payment is due within [Number] days of the invoice date. The Client (Law Firm) remains responsible for payment regardless of the outcome of the litigation or reimbursement from the ultimate end-client.

**7. Confidentiality**

The Expert agrees to maintain the confidentiality of all non-public information provided by the Client and will not disclose such information to third parties unless required by law or court order.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Expert Signature]

[Expert Printed Name]

**Accepted and Agreed:**

Signature: \_\_\_\_\_

Name: [Client Representative Name]

Date: \_\_\_\_\_