

Retention Agreement

Thank you for your interest in the consulting services of Hollis & Associates. This document describes our services, fees, and billing policies.

Retainer

In order to be retained on a case we request a \$2,000 retainer fee. Upon receipt of the retainer, and a signed copy of this document, a case file will be opened in our office. Until the retainer and this document are received, we will not consider that we have a contractual relationship with you and we will not commence work on your case. Unused retainers, if any, after deducting hourly fees and fixed or other costs, are refunded at the conclusion of the case. Your payment of our retainer constitutes acceptance of the terms of our agreement expressed herein.

Hourly Rates and Fees

Professional services are billed at \$210 per hour, with a minimum fixed fee of \$500 for each case. If you request our opinions within two weeks of our receipt of the case information, we require a non-refundable \$300 Expedite Fee. These fees are charged against the retainer until the retainer has been expended, after which time our billings will be rendered monthly.

Our complete fee schedule, which is subject to change over time, is as follows:

Case work, research and travel	\$210/hr.
Trial and Deposition testimony	\$325/hr
Minimum Case-fee	\$500 flat fee
Expedite charge – within two weeks of retention	\$300
Designation fee – designation prior to retention	\$300
Court Exhibits	\$50 per chart

Tax Identification Number: 47-0934974

Please make checks payable to: Hollis & Associates

HOLLIS & ASSOCIATES

Billing Policy

Billings are mailed monthly, with payment due upon receipt. After we have been retained and retainers have been paid, any subsequent invoices remaining unpaid after 90 days are subject to interest at the rate of 1.5% per month and may be forwarded for appropriate collection action.

All of our invoices must be paid prior to deposition, trial testimony or transmittal of final, signed, written reports. We will not be required to give testimony in any venue if any outstanding balances have not been paid in full prior to the appearance.

Outside Experts

Occasionally, vocational testing (e.g. physical tolerances and mental aptitudes) and private labor market surveys are required in either plaintiff or defense cases as essential data required to reach a mitigation offset or wage loss opinion. These outside services will be requested when we determine they are required. We request that, in these instances, the contractors be engaged separately by you.

We look forward to working with you. If you are in agreement with the terms of this retainer, we ask that you acknowledge your acceptance by signing and returning a copy of this letter to our office.

Very truly yours,



Michael R. Hollis
Hollis & Associates

Acknowledged and Agreed:

Date