

Our ref: 2015/xxx/xxx
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Confidential

Dear Sir/Madam

Appointment letter – Our Legal Services

Thank you for involving Kai Legal in this matter. This letter discloses our costs, and is an offer to negotiate and enter into a costs agreement with Kai Legal.

You may accept this costs agreement and disclosure statement either by returning to us a signed copy of this document, or by continuing to give us instructions in this matter.

1 Our Role

Kai Legal will be acting for [*] in this matter.

The work we are to do is [*]. The scope of the work may expand beyond this at your request but the estimate of total legal costs given below assumes it will not.

2 Our Legal Fees

We provide fixed cost quotes when we can realistically scope the extent of the matter at the outset. For your matter, our legal fees will be \$[*] (plus \$[*] GST if applicable). This amount contains our legal fees only: it does not include disbursements such as government fees and postage.

If you have any questions regarding our legal costs, please contact Lucy Dong on +61 3 9041 7733.

3 Disbursements

In providing legal services to you, it may also be necessary to incur other fees, expenses and charges including government fees, property or company search fees, postage or courier fees. These are referred to as disbursements.

We will charge you at cost for any disbursements we incur on your behalf. You must pay reasonable disbursements including GST incurred by Kai Legal on your behalf in accordance with our bills.

We may also request that you provide us with payment before Kai Legal incurs a disbursement on your behalf.

In this matter, we are likely to incur disbursements of between \$[*] and \$[*], in respect of [*]. This is an estimate only and is not binding on us.

4 Bills and interest

You have a right to receive a bill. For this sort of matter, we usually issue a bill at the end of the matter. If the matter takes longer than 6 months to complete, we may issue additional bills at suitable breaks in the matter.

Our invoices are payable within 30 days of the invoice date.

If a bill remains unpaid 30 days after you receive it, we may charge you interest at a rate not exceeding 5%. We may also be entitled to exercise a common law right known as a solicitor's lien. The lien allows us to retain your documents until our bill is paid.

We usually issue our bills by email. Please let us know if you require paper bills.

5 If we cease to act for you or you stop using Kai Legal

You may end our engagement by written notice at any time.

Circumstances may also arise that make it impossible for us to continue to act for you. We may cease acting for you if:

- we become aware of a conflict of interest in continuing to act for you;
- you do not accept reasonable advice we give you relating to your matter;
- you fail to give us instructions as required; or
- you fail to provide us with payment in advance of Kai Legal incurring a disbursement on your behalf when requested.

We will notify you immediately if any of the above matters arise.

If we cease to act for you:

- we will take steps to remove our name from the court record in any court proceedings;
- you will receive a final account which will include all outstanding legal costs;
- you must pay our legal costs up until the date we cease to act; and
- we may retain your file and keep your documents until we are paid under a common law lien, subject to any other statutory requirements.

6 Trust money

If we receive money into our trust account on your behalf, you authorise us to draw on that money to pay any amount due from you to us in accordance with the Uniform Law and the Legal Profession Uniform General Rules 2015.

7 Confidentiality

We will respect the confidentiality of all non-public information we receive in the course of acting for you. Our confidentiality obligations will not apply to information which must be disclosed by law.

8 Your documents

Your documents may be destroyed after seven years from the date of our final bill unless you write to us requesting retention for a longer period. At the end of the matter, and provided our invoices are paid in full, we will release your file and your documents as you direct.

9 Law Governing this Matter

The law of Victoria applies to legal costs in relation to this matter.

We look forward to working with you.

Yours sincerely

Kai Legal