

Attorney \_\_\_\_\_ Client \_\_\_\_\_ Date \_\_\_\_\_

## Apex Law Service – Task Services Contract

This billing agreement is between the Client \_\_\_\_\_, their Attorney \_\_\_\_\_, and Apex Law Service Task Services Department for the completion of any and all requested clerical and administrative tasks required as required and not pertaining to any one legal matter. The Attorney agrees to accept a flat fee of \$1000 to take the Client on as a task services client and agrees to sub-contract said clerical and administrative tasks to Apex Law Service who in turn agrees not to act outside of the knowledge of the Attorney and to perform tasks at the rate of \$30-\$150 per hour not including costs which the Client shall incur as required to complete requested tasks.

This contract is a simple and good faith agreement to perform tasks and can also be used as an addendum to a larger Apex Law Service Contract for Outsourced Paralegal Services if so desired, but is a stand along agreement. If reasonably required, an additional hour of Attorney Time will be required one hour at a time at the rate of \$350 per hour and the Client will be contacted directly by the Attorney should it become necessary. The intent of this agreement is to give the Client the ability to contact Apex Law Service for small tasks that can be completed by Apex Law Service with the most minimal Attorney involvement. Reasonability is the standard that shall govern this agreement.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Name \_\_\_\_\_

Attorney Signature \_\_\_\_\_ Date \_\_\_\_\_

Attorney Name \_\_\_\_\_ Bar No. \_\_\_\_\_

Apex Law Service Signature \_\_\_\_\_ Date \_\_\_\_\_

Apex Law Service Representative \_\_\_\_\_