

# SLADER E. OVIATT

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BARRISTER & SOLICITOR

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Name of Client/Company  
Address,  
Edmonton, AB T

Attention: Name

**RE:**

***CHOOSE ONE OPENING PARAGRAPH:***

***New client:*** I am pleased to welcome you as a new client, and look forward to our successful professional relationship. We appreciate the opportunity to be of service to you and wish to confirm the terms of our engagement for this matter.

*OR*

***Existing client:*** I thank you for your continued business with us. We appreciate the opportunity to be of service to you and wish to confirm the terms of our engagement for this matter.

We are providing services to you in relation to the above described matter, and such other matters as you may request from time to time.

The attached "Business Terms" set out our business relationship. Please let me know if you have any questions or concerns regarding any aspect of this letter or the Business Terms. If you wish to change any terms of our business relationship, please contact us immediately.

You have been asked to provide a retainer to our office in the amount of \$\_\_\_\_\_, before we can start your work. This retainer will be used and replenished in accordance with the Business Terms. If you have already provided these funds, we thank you.

*You and [insert name] will be jointly and severally responsible for all payment matters discussed in the Business Terms, and we therefore require a letter from [insert name] confirming that the Business Terms are acceptable.*

- although [insert name] will not bear any of the legal costs of this matter, [he/she/it] will be our client and as such we require a letter of instruction from [insert name] authorizing us to represent [his/her/its] interests in this matter.*
- we will send you interim invoices on a [quarterly, semi-annual, annual] basis, rather than the monthly basis mentioned in the Business Terms.*
- since we anticipate that the work we are undertaking for you will essentially consummate in a closing, we will present an interim invoice at the closing to be paid as a part of the closing. That invoice might contain an estimate for the final services*

*and disbursements which have not or cannot be determined at the time. After closing, we will present our final invoice for the actual amount of fees and disbursements. We will reimburse any overpayment, if our estimated fees were greater than actual fees.*

*Due to the inherent uncertainty of litigation, and the limited information available at this time, we cannot provide you an estimate of our fees for these services.*

We want to provide you with high quality and efficient legal services suited to your needs. If, at any time, you have any questions or concerns regarding the services which we are performing, please contact me.

Yours truly,

I have read and accept the attached business terms.

Date:

Name:

Signature: