

TERMS OF ENGAGEMENT – PROVISION OF LEGAL SERVICES

The information in this document is supplied to you to meet the requirements of the Lawyers and Conveyancers Act 2006

Provision of legal services

These terms of engagement will govern the provision of all present and future legal services to you. This document will usually accompany a letter from us confirming the nature of the services we are currently providing to you and an estimate of our costs in respect of that particular matter.

People Responsible For Your Work

John Baker will have overall responsibility for the legal services provided to you.

The Basis of Our Charges

John Baker's usual hourly rate is \$300.00 plus GST. The hourly rate for Legal Executive Rachael Gale is \$150.00 plus GST. Our fees are based on the range of factors applied by the New Zealand Law Society, including time, expertise, importance, urgency and results achieved. That means that in some cases our total charges may vary from a charge based simply on the hourly rates shown above or the hourly rate itself may vary from the figure stated above.

We will provide you with an estimate of our charges at the time we receive your instructions or shortly after. If for any reason we feel the charges may exceed our estimate we will notify you as soon as we can.

Disbursements (court fees, registrations, duties/levies etc) and travel expenses incurred on your behalf will be charged to you. These will be itemised separately. We will usually require you to pay these in advance.

Our fee will include a charge of \$25.00 for items such as miscellaneous telephone costs, stationery and office sundries.

Payment

Invoices are payable upon receipt by you, unless alternative arrangements have been made with us. Interest may at our option be charged on any amount which is more than 7 days overdue at the rate of 2% per month on any amount outstanding. If the firm has to take steps to recover any unpaid account, the costs of recovery (including debt collector's charges) are all payable by you.

We may deduct from funds held on your behalf any fees, disbursements or expenses for which we have provided an invoice. If more than one person instructs, us each person is jointly and severally liable for payment in due time of all our accounts and other charges.

Rules of Conduct and Client Care

The Rules of Conduct and Client Care for Lawyers of the New Zealand Law Society are as follows:-

1. Protect and promote your interests and act for you free from compromising influences or loyalties.
2. Discuss with you your objectives and how they should be best achieved.
3. Act competently, in a timely way, and in accordance with instructions received and arrangements made.
4. Provide you with information about the work to be done, who will do it and the way the services will be provided.
5. Protect your privacy and ensure appropriate confidentiality.
6. Treat you fairly, respectfully and without discrimination.
7. Give you clear information and advice.
8. Keep you informed about the work being done and advise you when it is completed.
9. Charge you a fee that is fair and reasonable and let you know how and when you will be billed.
10. Let you know how to make a complaint and deal with any complaint promptly and fairly.

Those obligations are subject to other overriding duties, including duties to the courts and the justice system. If you have any questions, please contact us on 06 872 7002 or the New Zealand Law Society on 0800 261 801 or www.lawsociety.org.nz.

Professional Indemnity Insurance

We hold professional indemnity insurance that meets or exceeds standards specified by the Law Society. We will provide you with particulars of the minimum standards upon request.

Limitation on retainer

We do not provide any financial advice, investment advice or taxation advice to you.

Lawyers Fidelity Fund

The Lawyers' Fidelity Fund maintained by the Law Society provides for claims of up to \$100,000 per claim in relation to pecuniary loss arising from theft by lawyers. It does not cover monies that have been instructed to be invested.

Complaints

If you have any concerns or complaints that you prefer not to raise with John Baker you can contact the New Zealand Law Society's Lawyers' Complaints Service at PO Box 341, Napier 4140 or phone 0800 261 801.

If you have any questions in respect of this letter of engagement please do not hesitate to contact us.

Yours faithfully
John Baker Lawyer

A handwritten signature in blue ink, appearing to read 'John Baker', written in a cursive style.

John Baker
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