



DOWD

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A Law Firm for Small Businesses

THE LAW OFFICE OF JEFFREY DOWD, PA
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GENERAL COUNSEL SERVICE TERMS AND CONDITIONS

THE GENERAL COUNSEL SERVICE TERMS AND CONDITIONS ("AGREEMENT") is an agreement made and entered into between The Law Office of Jeffrey Dowd, PA ("DowdLaw", "We", "Our" or "Us") and you, the client, (referred to as "Client", "You" or "Your").

PURPOSE. The purpose of this AGREEMENT is to create an attorney-client relationship with You, Our client so that we can provide You with legal advice and representation on a variety of legal and business matters, while maintaining an attorney-client privilege and confidentiality. We want You to utilize Us as a resource for Your business without concern of a large attorney bill every time You have a question. This is not intended as a replacement for legal representation in any ongoing matters or issues, which may require a separate retainer.

REPRESENTATION. You are retaining Us to provide You with ongoing advice related to your business for free over the phone and to be available to You, as specified herein, for general legal and business advice ("General Counsel"), subject to the restrictions and limitations set forth herein. We agree to provide You with free legal and business advice over the phone related to the Business, subject to the limitation herein. We also agree to provide You with such other business and legal services upon request, at our then prevailing rates. Our current hourly rate is \$400 and is billed in 6-minute increments or 1/10 of an hour with time being rounded up.

FEE, PAYMENT and AUTO-RENEWAL. The General Counsel Service is \$400/year and the term shall start on the date payment is received from You (the "Effective Date"). The fee herein does NOT include any costs or expenses and is non-refundable. The General Counsel Service (the "Service") renews automatically each year on the Effective Date (the "Renewal Date") and is billed to the card that was last used to sign up for the Service, unless the Service is cancelled in writing prior to the Renewal Date. Invoices for Services requested by You that are not paid within 10 days of the billing date will accrue interest, at the lesser of eighteen percent (18%) per annum or the maximum rate allowed by law, from the date of the Invoice. In the event We file suit to collect payment, You agree to pay all costs and attorney fees.

RESTRICTIONS and LIMITATIONS. Phone consultations that are included in the cost of this AGREEMENT are limited to one call per day, not to exceed fifteen minutes in length and are available ONLY to the individual(s) designated by You as authorized to give advice related to the business. Phone consultations shall NOT include issues that require research, reviewing or drafting documents, or having documents read to the Us over the phone. We have the right to refuse to provide consultations involving the same or similar issue previously discussed. We may review emails, at Our discretion, if the email is reasonable in length and the issues are clear and We requested that You send Us an email. Any advice that is sought that involves a dispute or another party, shall require disclosure of all relevant other parties. In the event of a conflict or failure to disclose all relevant parties, We will not be required to respond to any related request for advice. If you leave a message We agree to respond as quickly as possible during normal business hours with the goal of returning all calls within one business day. We also reserve the right not to answer questions that have been asked previously.

LIMITATION OF LIABILITY. YOU AGREE AND ACKNOWLEDGE THAT ANY LEGAL ADVICE GIVEN IS BASED UPON THE FACTS PRESENTED. THE RENDERING OF LEGAL ADVICE UNDER THIS AGREEMENT DOES NOT CONSTITUTE REPRESENTATION OF YOU OR ANYONE ELSE RELATIVE TO THE ISSUES DISCUSSED UNLESS A SEPARATE RETAINER AGREEMENT IS ENTERED INTO BETWEEN YOU AND US SPECIFICALLY REPRESENTING YOU IN THAT MATTER.

Business Name:

CLIENT

Date

ACCEPTED AND APPROVED BY:
The Law Office of Jeffrey Dowd, PA

By:

Jeffrey A. Dowd, Esq.
Florida Bar No. 0084931

Date

