



SCRIBE  
& PEN

info@scribeandpen.com

**PERSONAL & CONFIDENTIAL**

**Sent Via Email Only to: *Email***

Name

Company

Address

**Re: Engagement of Scribe & Pen Paralegal Services**

Dear \*:

Thank you for engaging Scribe & Pen to provide paralegal services. This letter outlines the scope of services, responsibilities, and terms of our engagement.

**Nature of Engagement**

This letter confirms our agreement for Scribe & Pen, LLC (“Service Provider”) to provide paralegal services to \* \_\_\_\_\_ (“Client”) as requested. Services may include drafting pleadings, motions, memoranda, oppositions, discovery requests and responses, notices, and other legal documents; reviewing settlement agreements and court procedures, and drafting related documents to meet deadlines; performing legal research and preparing memoranda, contract and transcript outlines, with standard turnaround of ten (10) business days unless otherwise agreed; preparing for and attending trials, hearings, depositions, or mediations, including drafting pretrial stipulations and jury instructions, with Client managing deadlines; reviewing, analyzing, and drafting contracts and other transactional documents based on Client instructions; preparing legal and dispositive instruments, statutory filings, correspondence, and other forms; and participating in Zoom or other meetings with advance notice.

Client acknowledges that Service Provider is not a licensed attorney, does not provide legal advice, and all work product is intended for Client’s professional use under Client’s supervision. Client, being a licensed attorney in good standing, shall supervise and is responsible for the accuracy, appropriateness, and legal sufficiency of all work product. Client shall provide timely instructions, materials, and feedback.

You understand that we cannot guarantee the outcome or the timing of completion of any legal services on your behalf. All turnaround times are estimates and may be affected by task complexity, workload, or Client responsiveness. Client agrees to review work promptly and provide specific feedback when revisions are required.

### **Rates**

Our fees are based on the time spent by our staff and are billed in 0.1-hour increments, rounded up. Hourly rates are as follows:

- Standard turnaround ( $\geq 10$  business days): \$55.00 per hour
- Expedited turnaround ( $< 10$  business days, subject to availability): \$75.00 per hour
- Trial, hearing, deposition, or mediation preparation (with or without attendance): \$100.00 per hour

Time spent on required travel beyond one (1) mile from our primary work location is billable at the applicable standard hourly rate, one way, in addition to reimbursement for reasonable expenses including mileage at the current IRS rate, tolls, parking, or other expenses (such as lodging or public transportation, to be approved in writing).

Rates are subject to a 3% annual increase, effective each year on the contract date. We will invoice monthly for all services specifying dates, client matter, description of services, and hours worked. Payment is due within ten (10) days of the invoice date check payable to Scribe & Pen LLC or via Zelle.

### **Communication & Delivery**

Client shall submit all requests and supporting materials via email. Telephone communications regarding services must be promptly documented in writing. Service Provider will deliver completed work via email or secure file transfer depending on the volume of deliverables, or through Client's designated server portal.

### **Confidentiality**

Service Provider may have access to confidential information of Client and Client's clients. All such information shall be maintained in strict confidence and shall not be disclosed to third parties without Client's written consent, except as required by law. In accepting this engagement, Service Provider has checked for conflicts of interest. You acknowledge that Service Provider may represent other clients now or in the future, including clients who may have disputes or transactions with you, provided such matters are not substantially related to its work for you. Service Provider agrees that none of your confidential, non-public, or Client's client information will ever be shared with or discussed with any other client, past, present, or future. These obligations survive termination of the engagement.

### **Independent Contractor Status**

Client acknowledges that Service Provider is an independent contractor and not an employee, agent, partner, or joint venturer of Client. Nothing in this engagement creates an

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employer-employee relationship. Service Provider retains sole discretion over the means, manner, and method of performing services, and Client controls only the results. Service Provider may determine its own work schedule and use assistants as needed, provided that deadlines and requirements are met. Service Provider is solely responsible for all applicable taxes and waives any right to employee benefits, including health insurance, paid time off, retirement plans, workers' compensation, or unemployment insurance.

### **Termination**

Either Party may terminate this engagement upon ten (10) days' written notice. Client may terminate immediately for material breach, illegal activity, or breach incapable of cure. Upon notice of termination, we will cease work immediately; Client remains responsible for all fees and reimbursable expenses for work performed up to the effective date of termination, including work in progress even if incomplete. Service Provider shall promptly return or destroy all confidential information and work product. Provisions intended to survive termination, including confidentiality, intellectual property ownership, and limitations of liability, remain in full force.

### **Additional Terms**

This engagement is governed by Florida law. If any provision is found invalid, illegal, or unenforceable, it shall be severed, and the remainder remains in full force. This engagement letter constitutes the entire agreement between the Parties and supersedes all prior communications, whether written or oral, regarding the subject matter herein.

We appreciate the opportunity to work with you and look forward to a productive professional relationship.

Accepted and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Sincerely,

SCRIBE & PEN

By: \_\_\_\_\_

\*Client Name, as

\*title

\*company name

By: \_\_\_\_\_

Arial L. Baker, President