YOUR  
LOGO

**COMPANY NAME**

LEGAL RETAINER PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Law Firm Name] as your legal services provider. Our retainer services offer consistent legal guidance, fast response times, and proactive support for your ongoing business needs.  
  
This proposal outlines the terms and benefits of a legal retainer arrangement with [Client Name].

# Problem or Opportunity

[Client Name] requires dependable, accessible legal counsel to navigate contracts, regulatory compliance, employment matters, and general business operations without incurring unpredictable hourly fees.

# Proposed Solution

We propose a monthly legal retainer arrangement that includes ongoing legal advice, document review, and access to counsel as needed.  
  
Key Benefits:  
- Fixed monthly cost for predictable budgeting  
- Priority access to legal support  
- Ongoing risk mitigation and legal oversight

# Scope of Work

Our legal retainer includes:  
  
- General legal advice and consultation  
- Contract drafting and review (within scope)  
- Employment and HR legal support  
- Regulatory and compliance guidance  
- Monthly check-in or strategy call  
- Access to additional services at preferred rates

# Timeline

Retainer agreement to commence upon execution and remain active month-to-month or as agreed:

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Estimated Date |
| Engagement Start | Retainer agreement begins | [Start Date] |
| Initial Consultation | Strategy session and legal needs review | [Date] |
| Monthly Support | Ongoing legal consultation | [Ongoing] |
| Review & Renewal | Quarterly review or renewal discussion | [Every 3 Months] |

# Pricing

Monthly retainer pricing and any applicable hourly overage rates:

|  |  |  |
| --- | --- | --- |
| Service | Description | Monthly Cost |
| Retainer Fee | Up to [X] hours of legal support | [Amount] |
| Additional Hours | Hourly rate beyond included time | [Hourly Rate] |
| Total |  | [Total] |

# About Our Firm

[Your Law Firm Name] has served businesses across [industries] with practical, responsive, and solution-oriented legal counsel.  
  
- Experience: [X] years in corporate and commercial law  
- Areas of Focus: Contracts, employment, compliance, business formation  
- Mission: To make quality legal support accessible and proactive

# Case Studies / Testimonials

Case Study: [Client Business Name]  
  
- Engagement: Legal retainer for contract and HR matters  
- Outcome: Streamlined legal workflows and avoided regulatory penalties  
  
Testimonial:  
“[Your Firm Name] is an essential part of our team. Their retainer model gives us peace of mind.” — [Client Name], [Title]

# Terms and Conditions

Payment Terms: Monthly retainer invoiced on the 1st of each month.  
Scope Limits: Retainer covers up to [X] hours per month; additional hours billed at a reduced hourly rate.  
Cancellation: 30 days’ written notice required to cancel.  
Confidentiality: All communications and documents remain strictly confidential.

# Acceptance

To initiate the legal retainer engagement, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client’s Printed Name]  
Title: [Client’s Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_