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<h2>Fee and Billing Instructions</h2>

<p>1. Professional Fees</p>

<p>Our fees for the services described in this agreement will be based on [insert basis, e.g., hourly rates / a fixed fee of \$XXX]. Hourly rates vary depending on the experience and seniority of the personnel assigned to your matter.</p>

<p>2. Out-of-Pocket Expenses</p>

<p>In addition to professional fees, you will be responsible for reimbursing all reasonable out-of-pocket expenses incurred on your behalf, including but not limited to travel, filing fees, courier charges, and third-party service costs.</p>

<p>3. Invoicing Schedule</p>

<p>Invoices will be issued [insert frequency, e.g., monthly / upon completion of milestones]. Each invoice will include a summary of the work performed and a breakdown of expenses.</p>

<p>4. Payment Terms</p>

<p>All invoices are due and payable within [insert number] days of the invoice date. Payments can be made via [insert methods, e.g., bank transfer, check, or credit card].</p>

<p>5. Late Payments</p>

<p>Outstanding balances remaining unpaid after the due date may be subject to a late payment charge of [insert percentage]% per month. We reserve the right to suspend services if accounts remain unpaid for more than [insert number] days.</p>

<p>6. Retainer (if applicable)</p>

<p>An initial retainer of \$[insert amount] is required before work commences. This amount will be held in our [insert account type] account and applied against your final invoice or held as security for future fees.</p>

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