

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Discovery Document Assistance - [Case Name/Matter Number]

Dear [Client Name],

This letter confirms that [Law Firm/Company Name] ("we" or "us") has been engaged by [Client Name] ("you") to assist with the discovery phase of the legal matter referenced above.

### **1. Scope of Services**

Our services will include, but are not limited to:

- Assisting in the identification, collection, and organization of documents responsive to discovery requests.
- Reviewing documents for relevance and legal privilege.
- Preparing logs for privileged documents.
- Drafting responses to Requests for Production and Interrogatories.
- Managing electronic discovery (e-discovery) databases and vendor coordination.

### **2. Client Responsibilities**

To perform these services effectively, you agree to:

- Provide access to all potentially relevant files, servers, and physical records.
- Timely respond to our inquiries regarding document custodians and data locations.
- Refrain from deleting or destroying any data related to this matter (Litigation Hold).

### **3. Fees and Billing**

Our services will be billed at the following rates:

- [Title/Name]: \$[Rate] per hour
- [Title/Name]: \$[Rate] per hour

Invoices will be sent [Monthly/Quarterly] and are due within [Number] days of receipt.

### **4. Confidentiality**

We will maintain the confidentiality of all information provided to us in accordance with applicable professional standards and legal requirements.

### **5. Termination**

Either party may terminate this engagement upon written notice, subject to any ethical or legal obligations regarding the ongoing litigation.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Your Name/Authorized Signature]

[Your Title]

[Law Firm/Company Name]

**Agreed and Accepted:**

\_\_\_\_\_  
[Client Name]

Date: \_\_\_\_\_