

***Patricia E. Kefalas Dudek***  
***Patricia E. Kefalas Dudek & Associates***

Mailing Address:  
30445 Northwestern Highway, Suite 250  
Farmington Hills, MI 48334  
Tel: 248/254-3462 Fax: 248/928-9233

**RETAINER AGREEMENT**

Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Client Home Number: \_\_\_\_\_ Client Work Number: \_\_\_\_\_

The undersigned, \_\_\_\_\_ (hereinafter referred to as "the client"), retains Patricia E. Kefalas Dudek, of Patricia E. Kefalas Dudek & Associates. (hereinafter "the firm") to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The client has paid Patricia E. Kefalas Dudek of Patricia E. Kefalas Dudek & Associates a retainer of \_\_\_\_\_ (\$ \_\_\_\_\_). All parties understand that this retainer amount shall apply toward costs and attorney fees in the above-mentioned matter. Patricia E. Kefalas Dudek shall be paid at the rate of Three Hundred Dollars (\$300.00) an hour and other attorneys at Two Hundred Dollars (\$200.00) to Two Hundred Thirty Dollars (\$230.00) an hour. Work performed by the secretaries, law clerks and paralegals of the firm shall be charged at a rate of One Hundred Dollars (\$100.00) an hour. The hourly rates will increase during a lengthy representation and you will be charged accordingly.

We will send you monthly statements to you detailing the services provided. In addition to the fees, our firm will advance costs as may be needed on your behalf. Typical costs include such items as filing fees for petitions and delivery to the Court, express mail charges and any our of pocket costs. In lieu of separate entries for copying charges, postage, long distance telephone calls, facsimile costs, we do add a 2% surcharge of the legal services and there is a minimum

charge of \$.25 for all entries. We have found this amount is generally reflective of the actual use, and avoids the time to separately record these items. This fee does not include parking fees and mileage for court appearances. If you have any questions or concerns regarding the billing statements, we would be happy to review them with you, without any charge for the time. This surcharge does not include mileage, parking and other such expenses, which are billed separately.

The services of Patricia E. Kefalas Dudek and her staff at Patricia E. Kefalas Dudek & Associates are in high demand. As a result, Ms. Dudek (Patti) has an "of counsel" arrangement with Mall Malisow & Cooney, P.C. The two firms work together to provide comprehensive services to their mutual clients. This arrangement does not change the obligation of the legal professionals to keep your private information confidential. Finally, by retaining Patricia E. Kefalas Dudek you are consenting to this arrangement. You will, as always, receive one bill with the person who worked on your matter identified by initials (unless other arrangements have been made).

We respectfully request that all payment be made within ten (10) days after the receipt of the statement for services. All accounts not paid in full shall be subject to seven percent (7%) interest annually.

This agreement is not subject to the Attorney/Client privilege.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Date

### **GUARANTY OF PAYMENT**

For and in consideration of legal services rendered and to be rendered by Patricia E. Kefalas Dudek of Patricia E. Kefalas Dudek & Associates I guarantee full payment for said legal services and all relative costs, plus interest, if applicable.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date