

**AGREEMENT FOR PROVISION OF
LITIGATION CONSULTING AND LEGAL RESEARCH AND DRAFTING
SERVICES**

This agreement will cover the provision of all services rendered to Attorney, Esq. (Client or “you”) by Alexia Pittas (Contractor or “I/me”).

1. **Services Provided.** I will provide legal research, drafting, and strategic consultation services to you on a per-case basis as you request from time to time. If you want me to assist you on a particular document, hearing, or matter, you must approve those services before I will begin work. You may approve the services either in writing, via email, or via telephone. Before I begin providing the services, I will request the name of your client (in order to maintain my files and perform conflicts checks), your deadline for my provision of the requested services, and any budgetary limitations you wish to set on the work and my services (either hourly or otherwise.) Please understand that while I am licensed to practice law in the State of South Carolina, I am on inactive status with the Bar and I no longer “practice law.” I provide consulting and legal research and writing services in multiple jurisdictions and cannot be held out to your clients as a practicing attorney.
2. **Independent Contractor.** I am an independent contractor, and as such, I am responsible for payment of income or other taxes on the compensation for my services. You are responsible for issuing a W-9 if that is required in any particular year.
3. **Rates.** My rate for the provision of my services as a litigation consultant, legal researcher and writer is \$125 per hour, unless you request my services on an emergency matter. An “emergency matter” is any project or deliverable which you will require from me in 48 hours or less. For emergency matters, my rate is \$250 per hour.
4. **Payment Terms.** When the work is done, or if the case is a long-term matter, on a monthly basis, I will issue you an itemized invoice through a website called Freshbooks. That invoice will be emailed to you at the email address you provide me for this purpose. Payment must be received **ten days after receipt of the invoice.** Invoices that remain unpaid ninety days after emailing of the first invoice may be turned over to collections, and you will be responsible for payment of any costs associated with that collection. **Additionally, it is crucial that we both understand the following:** Payment for my services is not and cannot be considered “contingent” on your client(s) paying you for your services. I am like any other vendor from whom your law firm may receive services, such as an investigator or a court reporter. Regardless of whether your client(s) pay you, you will still be obligated to compensate me for my services in accordance with these terms. I work directly with you and for you and I will have no contractual relationship with

your clients. **PLEASE NOTE:** I will be unable to accept new projects if you have an outstanding balance with me older than ninety days.

5. **Future Work.** This agreement covers all future work you assign to me, until such time as we both agree in writing to modify this agreement's terms.

6. **What You Can Expect From Me.** I will provide any deliverables you request before the deadline you communicate to me in the format you request. I will keep my bills within any budgetary limits you communicate to me, give you advance warning of any issues which might require the provision of services in excess of those limits, and refrain from performing additional work until I receive approval from you.

7. **What I Expect From You.** I expect that you will deliver to me **all required documentation** related to the matter you assign to me at the beginning of the project. I expect that you will respond promptly to all inquiries for additional information or for review and approval of my work. **I prefer to work in a completely paperless and digital format. Please do not send me originals ever and do not mail materials unless the volume is so great that digital copying is impractical.** I understand that occasionally, time does not allow for these expectations to be met fully; you understand that if, in any particular project, these expectations are *not* met, I will incur additional costs and spend additional time, which will increase the amount of the invoice for the project. I prefer to work collaboratively with my clients to deliver the best work product possible and so, when I do ask for your input, please do not be shy or hesitant about correcting, suggesting, revising or discussing ways to improve the product.

8. **No Contact With Your Client(s).** It is very important that we are both aware of the special rules that govern my provision of services to you and other attorneys. As I am currently on inactive status with the South Carolina Bar, I provide services solely to attorneys who are on active status in their jurisdictions, and not to their clients. I will not have **any direct** communication or contact with your client(s); it is very important that all communications concerning your projects come from you or a member of your staff, and not from your client(s).

I ACCEPT THESE TERMS:

ATTORNEY, Esq.