

CORPORATE LEGAL COUNSEL & ADVISORY

RETAINERSHIP PROPOSAL & COMMERCIAL TERMS

PROPOSAL FOR ONGOING LEGAL RETAINERSHIP SERVICES

1. EXECUTIVE SUMMARY

In today's dynamic legal and regulatory environment, businesses require consistent, reliable, and proactive legal guidance. Traditional legal engagement models often create operational friction, as unpredictable per-matter or per-file legal billing makes budget forecasting difficult and discourages timely legal consultations.

Our advisory model is specifically structured to eliminate these hurdles. We operate as an integrated extension of your corporate governance team, providing comprehensive commercial, legal, and regulatory support under a single, transparent retainer framework.

Strategic Pricing Model: Pure Retainership vs. Per-File Billing

Unlike traditional legal firms that charge transactional or per-file fees over and above their monthly retainers, **we operate strictly on an all-inclusive retainership model with zero per-file charges.** We understand that managing operational cash flows with unpredictable legal expenses can be challenging for growing enterprises. By eliminating per-file billing, we ensure complete cost predictability, allowing your operational teams to seek legal counsel freely and proactively without incurring incremental expenses for every consultation or document review.

2. SCOPE OF RETAINERSHIP SERVICES

Under our fixed retainership structure, your company receives unhindered access to legal advisory services across core operational and corporate governance areas, including but not limited to:

- **Corporate & Commercial Contracts:** Drafting, reviewing, and negotiating vendor contracts, client service agreements, non-disclosure agreements, and operational leases.
- **Labor & Employment Compliance:** Advisory on employment agreements, HR policies, workplace regulations, and compliance under applicable labor laws.
- **Intellectual Property & Brand Protection:** Monitoring trademark compliance, issuing cease-and-desist notices, and managing brand enforcement affairs.
- **Regulatory & Statutory Notices:** Drafting and responding to legal notices, government representations, and statutory correspondence.
- **Ongoing Business Consultations:** Direct phone and legal advisory access for day-to-day operational decision-making.

3. ENGAGEMENT MODEL COMPARISON

FEATURE	TRADITIONAL LAW FIRMS	OUR RETAINERSHIP MODEL
Billing Structure	Retainer fee + per-file / per-matter fees	Flat monthly retainer (All-Inclusive)
Cost Predictability	Low (fluctuates based on file count)	100% High & Predictable
Client Interaction	Restricted due to fear of per-case charges	Unrestricted & Proactive engagement
Budgeting Ease	Complex due to variable monthly invoices	Fixed, seamless corporate budgeting

4. COMMERCIAL TERMS & ENGAGEMENT

Our monthly retainership fee covers all standard in-house legal advisory, drafting, and compliance reviews without hidden transactional add-ons. Out-of-pocket statutory expenses (such as court fees, official registration fees, or third-party litigation disbursements, if applicable) are billed at actuals with prior approval.

Prepared & Submitted By:

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