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Barter Law Limited  
[www.barterlaw.co.nz](http://www.barterlaw.co.nz)

## Letter of Engagement

Thank you for approaching us to provide legal services. We will be pleased to represent you in this matter on the basis set out in this Letter of Engagement and our Terms of Engagement (copy attached and available at [www.barterlaw.co.nz](http://www.barterlaw.co.nz)).

We are required by the New Zealand Law Society ("NZLS") and the Lawyers and Conveyancers Act 2006 to obtain your written authority to act and to supply the following material which sets out:

- Information for clients which lawyers are required by the NZLS to provide; and
- Our standard Terms of Engagement.

### Services to be provided

This letter engages us as solicitors and relates to all matters that you refer to us unless you request a new engagement letter. This includes work for any company of which you are a director and/or trust of which you are a trustee. The services we anticipate providing are:

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- On-going as instructed from time to time in respect of your affairs

### Fees

Fees are charged in accordance with guidelines laid down by the Rules of Professional Conduct prescribed by NZLS. In fixing the fee the Firm is entitled to take account of matters such as:

- time spent
- skill and knowledge and responsibility involved
- value of property involved
- complexity novelty importance and urgency of the matter
- reasonable cost of running a practice
- the result

Unless otherwise agreed in writing, our fees will be calculated on an hourly rate basis:

- \$500 plus GST (director/principal)
- \$500 plus GST (consultant)
- \$350 plus GST (associate solicitor)



- \$250 plus GST (solicitor)
- \$225 plus GST (conveyancing professional/legal executive)
- \$125 plus GST (other)

This is a guideline only and our standard rates may increase.

#### Responsibility for services

The names and status of the people in our Firm who will have the general carriage of or overall responsibility for the services we provide for you are:

- Rick Phillips (Director/Principal)
- Steve Barter (Consultant)
- Margaret Hickton-Burnett (Associate Solicitor)
- Laurence Herbke (Solicitor)
- Wendy Delaveau (Conveyancing Practitioner/Legal Executive)

#### Professional Indemnity Insurance

We hold professional indemnity insurance that meets or exceeds the minimum standards specified by the Law Society. We will provide you with particulars of the minimum standards upon request.

#### Lawyer's Fidelity Fund

The NZLS maintains the Lawyers' Fidelity Fund for the purpose of providing clients of lawyers with protection against pecuniary loss arising from theft by lawyers. The maximum amount payable by the Fidelity Fund by way of compensation to an individual claimant is limited to \$100,000. Except in certain circumstances specified in the Lawyers and Conveyancers Act 2006, the Fidelity Fund does not cover a client for any loss relating to money that a lawyer is instructed to invest on behalf of the client.

#### Complaints

We maintain a procedure for handling complaints by clients, designed to ensure that a complaint is dealt with promptly and fairly. If you have a complaint about our services or charges, you may refer your complaint to a director/principal in our Firm.

If you are not satisfied with that person's response to your complaint, you may refer your complaint to the NZLS complaints service. To do so, phone **0800 261 801** and you will be connected to the nearest Complaints Service Office, which can provide information and advice about making a complaint.



Acceptance

If the information in this letter and accompanying material is acceptable, please sign the attached copy of this letter where indicated and return it to us. You will be bound by the terms of this Letter and our Terms if after receipt of this letter, you orally advise us of your acceptance or if you instruct us to proceed to act for you.

We look forward to working with you.

Yours faithfully

Per: **Rick Phillips**

Director

Email: [rick@barterlaw.co.nz](mailto:rick@barterlaw.co.nz)

DDI : (09) 448 0501

MOB: 021 927648

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**ACCEPTANCE BY CLIENT  
(AND GUARANTEE OF FEES PAYABLE BY A COMPANY/TRUST)**

To: Barter Law Ltd

Your Engagement Letter (above) and the Firm's Terms of Engagement (copy attached and available on the Firm's website [www.barterlaw.co.nz](http://www.barterlaw.co.nz)) are accepted and you are requested to act in this matter.

**Furthermore, where the anticipated services are being supplied to a limited liability company or Trust, I the undersigned acknowledges I have expressly read and understood that I am personally liability as signatory.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date