

Law Offices
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Law Offices Fong Joe Hou , LLC Fee policy

Law Offices Fong Joe Hou, LLC is dedicated to the legal services of individuals, businesses, professionals, entrepreneurs, developers and other organizations within the Chinese community. We pride ourselves on the continuing relationships we have been able to establish with new and existing continuing clients.

We look forward to working with you with respect to all legal services that we have been asked to provide. **We do expect to be paid for our time expended and services provided even if it is terminated or wanted no more in any way.**

If not discussed but work was asked for or assigned, in all circumstance, we do reserve the right to change our billing policies from time to time. However, we are happy to discuss with you this Fee Policy, the progress of your matter, as well as the fees that have been incurred to date at any time during our representation.

Standard Billing Practices

Unless otherwise agreed upon in advance, our legal fees are generally billed based on an hourly rate that has been established \$300.00 per hour for Fong Joe Hou and \$250.00 per hour for Michael A. Liem and \$100.00 for supporting staffs within our office. While working with you, we will strive to provide our services on a cost efficient basis. We will, therefore, utilize the services of paralegals in those situations where we deem it appropriate in order to provide competent legal services at as reasonable a cost as possible.

Retainers and Fee Estimates

It is our policy to, from time to time, request a retainer amount to be paid in advance that will be credited to your account at the time we are first retained to provide certain legal services on your behalf. The amount of each retainer will depend upon the complexity of the matter involved and the estimated amount of time to be spent prior to its finalization. During the time we are providing these

services, fees will be credited against this retainer as reflected on the periodic billing statement you will receive. As the retainer diminishes, we will generally request that your retainer account be restored before proceeding. Upon completion of a matter for which we have been retained, any unused portion of the retainer will be returned to you.

In some situations of limited (à la carte) representation, we may agree in advance to a fixed fee for services to be rendered. However, even in this case, the fee is based on our estimate of the time involved in bringing the matter to closure. Even in this instance, if additional time is required which is beyond our control, it will be billed based upon our hourly billing policy.

Disbursements

In many matters, it is necessary for our office to incur additional expenses in providing legal services to you. Some expenses including court costs and related expenses such as investigative reports, deposition and expert witness fees will be requested in advance. In other cases, where it is necessary to incur or pay disbursements rendered on your behalf, these will be billed to you. Disbursements for which you will be responsible may include the following:

- Filing fees for documentation filed in the local, state or federal offices
 - Computer legal research expenses
 - Overnight courier services, messenger and postage fees
 - Office Expenses including telephone and telefax charges
 - Photocopy expense
 - Recording charges that are based on estimates of the pages may be involved.
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