



Date

Attorney/Adjuster  
**Law Firm/Insurance Company**  
1234 Road, Suite 100  
Any town, USA 37075.

**Re: Fire Expert Services Retainer Agreement – Case Name / Case Number**

Dear Mr./Ms. \_\_\_\_\_,

Pyrocop, Inc.® will provide fire investigation/fire and building code consulting services on behalf of \_\_\_\_\_, regarding the above matter.

The applicable fee for forensic fire expert consulting services is \$275.00 per hour plus expenses. The hourly rate includes driving time. Actual time in deposition, in court, or in arbitration and/or mediation (expert witness services) will be charged at \$325.00 per hour.

Pyrocop, Inc.® requires a retainer in the amount of \$3000.00 of which \$2000.00 is non-refundable. This retainer pertains only to the case or matter referenced above and does not apply to any other case or matter on which we may be engaged. Invoices for time and/or expenses will be due upon receipt. A charge of 1.5% per month on the unpaid balance is assessed on a time and expenses basis. No substantial staff work will be done without your authorization.

Should any litigation or other legal action concerning this agreement be commenced between the parties, the party prevailing in such action shall be entitled, in addition to any other relief provided herein or by applicable law, to a reasonable sum for attorney's fees, including post-judgment collection costs. The terms and conditions of this agreement shall apply to and be binding upon your heirs, successors and assigns.

This agreement shall terminate on the earlier of (a) completion of the project referenced above, or (b) one (1) year from the date set forth above, unless terminated sooner by either party in writing to the other party.

Please return the signed agreement indicating acceptance of the fee rates, terms, and conditions and we will begin work on this project. We look forward to working with you on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Rowe", is written over a horizontal line.

Robert Rowe  
Principal

The following signature affixed to this Agreement by an authorized agent of the above-referenced company and/or organization signifies acceptance of all terms and conditions as expressed above.

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Please Print Name