

ENGAGEMENT AGREEMENT (SAMPLE - NOT FOR SIGNATURE)

Law Office of Dr. Belinda Noah
10144 Whisper Pointe Drive, Tampa, FL 33647
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Client & Matter

Client: [Company/Individual]

Matter: [Short Name]

Date: []

1. Scope of Representation

We will provide the services described in Exhibit A (Scope of Work). Representation is limited-scope and non-litigation unless Exhibit A states otherwise. Court appearances, discovery, depositions, negotiations, or agency proceedings beyond the listed deliverables require a separate written agreement.

2. Jurisdiction

Attorney is licensed in Florida. Services will relate to Florida law and/or federal law. For issues requiring advice on other states' laws, Client agrees we may limit advice to federal issues, or we may associate local counsel (at Client's cost) with Client's approval.

3. Fees & Trust Deposit

Flat fees are stated in Exhibit A. Unless marked "earned on receipt," flat-fee payments are advance deposits placed in attorney trust and earned as milestones are completed; unearned portions are refundable. If a fee is agreed as "earned on receipt," it will be described, reasonable, and not placed in trust.

4. Billing & Costs

Flat fees exclude third-party costs (e.g., accessibility scan tools, transcription, government or filing fees), which will be pre-approved and billed at cost. Hourly add-ons (if any) are billed in 0.1-hour increments.

5. Client Responsibilities

Client will provide accurate and complete information; timely decisions; access to personnel and systems (as needed); and a single point of contact with authority to approve drafts.

6. Communication

Primary communications will be via secure client portal and email; meetings by Zoom. Client consents to e-signatures and electronic delivery of documents.

7. Confidentiality & Data Security

We will safeguard confidential information and use commercially reasonable security (encryption in transit, MFA). Client agrees to provide only the minimum necessary personal data and to avoid sharing credentials except through the portal.

8. No Guarantee

We cannot and do not guarantee outcomes.

9. Term & Termination

Either party may terminate in writing. Client remains responsible for fees/costs earned or incurred through termination; any unearned trust funds will be refunded promptly.

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10. Conflicts

If a conflict arises, we may withdraw as required by the Rules Regulating The Florida Bar.

11. Governing Law & Venue

Florida law governs; venue for any dispute is Hillsborough County, Florida.

12. Entire Agreement

This Agreement and Exhibit A contain the entire understanding; changes must be in writing and signed by both parties.

Exhibit A - Scope of Work (choose one product)

A1. Employment Essentials: Custom Employee Handbook; 6 Core Policies; Manager Training (Zoom); Intake & Risk Snapshot; Implementation Pack; optional EEOC Ready Kit; optional on-call hours.

Timeline: 2-3 weeks from kickoff and receipt of documents.

Fee & Payment: Core \$3,500 / Plus \$5,500 / Pro \$7,500. 50% advance deposit in trust; balance due on delivery.

Exclusions: Litigation, agency hearings, or negotiation beyond deliverables.

Client Tasks: Provide existing policies, job descriptions, org chart, prior complaints/charges (if any).

A2. ADA/WCAG Compliance: WCAG 2.2 AA Gap Report; Accessibility Statement; Policy Suite; Remediation Playbook; Contract Clauses; (Gold) 30-Day Check-In.

Timeline: Bronze 5 business days / Silver 7-10 / Gold 10-15, subject to timely access/credentials.

Fee & Payment: Bronze \$2,500 / Silver \$4,500 / Gold \$7,500. 100% advance deposit in trust; earned 50% at Gap Report and 50% at final delivery.

Exclusions: Code-level remediation or litigation.

Client Tasks: Provide URLs/apps, test credentials, site maps, and vendor contacts.

Signatures

Accepted and Agreed:

Client: _____ Date: _____

By: [Name, Title]

Attorney: _____ Date: _____

Dr. Belinda Gail Quarterman Noah, Esq.