

# Retainer Agreement Template for Corporate Legal Services

This Retainer Agreement ("Agreement") is made effective as of \_\_\_\_\_, 20\_\_\_\_ ("Effective Date"), by and between:

**Client:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Law Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## 1. Scope of Services

The Law Firm agrees to provide the Client with corporate legal services, including but not limited to:

- General legal advice and consultation
- Drafting and reviewing contracts
- Corporate governance matters
- Compliance and regulatory issues
- Other related legal services as requested by the Client

## 2. Retainer Fee

The Client agrees to pay the Law Firm a retainer fee of \$\_\_\_\_\_, to be paid upon execution of this Agreement. The retainer fee will be applied against legal fees and expenses incurred.

## 3. Billing and Payment

The Law Firm will invoice the Client monthly for services rendered and expenses incurred. Payment is due within thirty (30) days of the invoice date.

## 4. Term and Termination

This Agreement shall commence on the Effective Date and continue until terminated by either party with thirty (30) days' written notice.

## 5. Confidentiality

The Law Firm agrees to keep all information related to the Client's business confidential as required by law.

## 6. Miscellaneous

This Agreement constitutes the entire understanding between the parties. Any amendments must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

Client:

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Date: \_\_\_\_\_

Law Firm:

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Date: \_\_\_\_\_