



## Letter of Engagement

Thank you for approaching us in this matter. We will be pleased to act for you. We enclose some material which sets out:

- a Information for clients which lawyers are required by the New Zealand Law Society to provide; and
- b Our standard terms of engagement

### Services to be provided

Please Tick Applicable Box

Services have been explained to me in detail over the telephone by my lawyer.

Services were explained to me in detail during my meeting with my lawyer.

I am already familiar with the services involved in my matter, and declare that I have full knowledge of the services which are to be provided.

### Responsibility for Services and Fees

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, along with the basis on which our fees will be calculated are as follows:

You have agreed to pay for our services based on the time we spend working on your matter. (exclusive of GST, Disbursements and Retrievals)

Anja Klinkert	Principal & Senior Solicitor	\$260.00 per hour plus GST (excluding disbursements and retrievals)
Ina Stewart	Staff Solicitor	\$200.00 per hour plus GST (excluding disbursements and retrievals)
Maree Myers	Practice Manager and Legal Executive	\$100.00 per hour plus GST (excluding disbursements and retrievals)
Cody Raymond	Staff Personal Assistant	\$83.00 per hour plus GST (excluding disbursements and retrievals)

**Please note:** If you wish to apply for Legal Aid or you have already been granted Legal Aid please refer to section 2.6 of our STANDARD TERMS OF ENGAGEMENT.

**We charge a fixed fee for certain matters, such as Standard Conveyancing Transactions, Trusts, Powers of Attorney, Standard Separation / Property Sharing Agreements**

The following are **NOT** included in a STANDARD Conveyancing Transaction, and are charged over and above our fixed rates on a time spent basis.

**Property Purchase**

- \* Perusal of LIM Report
- \* Early Possession resulting in a possession date as well as a settlement date.
- \* More than one amendment to the confirmation dates and/or settlement date
- \* Time spent resolving results from a Personal Properties Securities search to ensure no creditors have an interest in any chattels bought with the property.
- \* Establishment of Family Trust or Company.

**Sale of Property**

- \* Early Possession resulting in a possession date as well as a settlement date.
- \* More than one amendment to the confirmation dates and / or settlement date.
- \* Time spent resolving results from a Personal Properties Securities search completed by the Purchaser to ensure no creditors have an interest in any chattels bought with the property.

**Limitations on our Obligations or Liability**

Unless we agree otherwise in writing, we shall assume that where we act for more than one person, yet receive instructions from one person only, that person has the authority of the other(s) to do so.

Our services are reliant on the information provided to us (both verbal and written) by you, and the instructions that we receive from you will be undertaken on that information. We hold no responsibility, nor have we audited or verified the information provided in the rendering of our services in relation to your instructions.

If the information in this letter and the accompanying material is acceptable, please sign the attached copy of this letter where indicated and return it to us. You will be bound by these 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 for you on this matter.

Yours faithfully

**ANJA KLINKERT LAWYERS**

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TO: Anja Klinkert Lawyers  
PO Box 767  
DUNEDIN – 9054  
Fax: 03 477 2053  
Email: [cody@klinkertlaw.co.nz](mailto:cody@klinkertlaw.co.nz)

The above terms are accepted and you are requested to act in this matter.

**(Person(s) only. No Companies)**

Matter:

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Name

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Name

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Name

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Signature

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Signature

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Signature

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Date

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Date

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Date