

Monthly Retainer Proposal

To
From
Subject **Proposal on Compliance Services**
Date

Dear Sir/Madam,

We are honored to submit this Monthly Retainer Proposal ("**Proposal**") to provide compliance services on _____ and thank you for the opportunity to provide this Proposal.

We are interested in providing compliance services to your Company in connection with the daily operations, contract negotiations and litigation processes. We are confident that we have the necessary experience, resources, creativity and commitment to provide the best quality services to the Company.

This Proposal sets out the details of our service plan, scope of services and fee proposal. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

Managing Partner

Name

Date

Signature

I. Scope of Services

During our collaboration, the services to be provided are as follows;

- Giving verbal and/or written legal and technical opinions on all legal matters to be requested,
- Advising on regulatory issues,
- Following up current legislation, preparation of memos on the related issues with the field of activity of the Client,
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II. Our Team

Our comprehensive compliance services will be provided by our managing partner _____ and associates _____ and _____. The contact person who will be in touch with the Client is _____. For detailed information regarding our team and their proficiency, please visit our website.

III. Financial Offer

Our financial proposal to the Client is a monthly fixed retainer of _____.

All expenses to be made within the framework of the compliance services specified in this proposal shall be documented and related documents shall be delivered to the Client.

Invoices shall be sent to the Client on the _____ day of each month. Payment for the services performed and expenses for each payment term should be made until the _____ day of the following day against the respective invoice. All payments shall be made together with any applicable VAT.

IV. General Provisions

This Proposal shall be governed by and construed in accordance with the applicable laws of the State of _____ . Any dispute arising out of or in connection with this Proposal be settled by _____ Courts if cannot be resolved amicably.

This Proposal is valid until _____. A declaration of approval given after this period has no legal consequences.

Our Law Firm warrants that any and all information and documentation which are obtained from the Client will be kept strictly confidential and will not be disclosed to third parties unless required by law.

If the Client fails to pay any monthly retainer fee and/or any other expences, our office reserves the right to terminate the contract if the default is not cured upon _____ day notice.

V. Approval

Accepted by

Title

Date of Acceptance

Signature



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