

## **RETAINER PACKAGES**

In line with our goal of assisting entrepreneurs to expand their business, whilst ensuring compliance and averting risk, we have developed a range of retainer packages aimed at suiting the needs of a variety of businesses, regardless of industry or size.

### **Our retainer agreements offer the following benefits:**

- Financial certainty - our retainer agreements constitute a fixed account for a fixed amount of time, save for disbursements e.g. CIPC fees, postage and telephone costs, as may apply.
- Any work can be processed via retainer, save for conveyancing, notarial or services we do not offer.
- Retainer clients enjoy an additional priority when returning calls, messages or rendering services within our 48-hour response time.
- Our retainer agreements are flexible and can be adjusted to suit the changing needs of the business from month 3 into the agreement.

The firm shall consider your matter, type of work, deadlines and your best interests prior to proposing or tailoring the most suitable package for your business. Therefore, as a guideline, we offer the following retainer packages:

DESCRIPTION	FEE (VAT excl.)
Tier 1 : Less Complex or Single Matter Project	
Package 1: 30 hours of work over the – 6 months term	R7500 per month
Package 2: 30 hours of work over the – 12 months term	R5 950 per month
Tier 2 : Limited Complexity Double Matter Project	
Package 3: 60 hours of work over the – 6 months term	R12 750 per month
Package 4: 60 hours of work over the – 12 months term	R9 250 per month
Tier 3 : Complex or Multi Matter Project	
Package 5: 90 hours of work over the – 6 months term	R17 950 per month
Package 6: 90 hours of work over the – 12 months term	R11 950 per month
Tier 4 : Fractional in House Counsel or Highly Specialised Project	
Package 7: 120 hours of work over the – 6 months term	R29 500 per month
Package 8: 120 hours of work over the – 12 months term	R22 500 per month

**Value added additions:**

- Retainers apply to any legal work offered by the firm save for notarial or conveyancing instructions and, therefore, including dispute resolution.
- Any unused time (“carry over”) on Packages 1 to 4 shall not lapse and carry over for use for an equivalent term provided the term is renewed, otherwise/ in all other instances carry over lapses 3 months after termination.
- Free wills for your employees during National Wills Week.

**For an appointment, please call 0214255604 or click**  
<https://outlook.office365.com/owa/calendar/SchoemanLawInc@schoemanlaw.co.za/bookings/>

*For more information, please email us at: [enquiries@schoemanlaw.co.za](mailto:enquiries@schoemanlaw.co.za)*

See [here](#) for a list of all our legal services.

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