

Andrew K. Hoffman, Certified Divorce Financial Analyst

RETAINER AGREEMENT

1. A. I, _____, Attorney at Law, hereby retain Andrew K. Hoffman (“Mr. Hoffman”) to provide pension valuations and assistance in the preparation of Qualified Domestic Relations Order(s) (QDRO) to or on behalf of my client _____. I agree to pay one half of all fees and costs incurred.

B. I, _____, Attorney at Law, hereby retain Andrew K. Hoffman (“Mr. Hoffman”) to provide pension valuations and assistance in the preparation of Qualified Domestic Relations Order(s) (QDRO) to or on behalf of my client _____. I agree to pay one half of all fees and costs incurred.

2. Fee Schedule: The following (total) fee schedule is agreed to:

- Name of Defined Benefit Plan QDRO \$ 600.00
- Name of Defined Contribution Plan QDRO \$ 450.00
- Name of Defined Contribution & Defined Benefit Plan QDRO \$ 875.00
- Pension Valuation for Name of Defined Benefit Plan \$ on request
- Hourly Fee Schedule \$ 165.00

** If we request additional services from Mr. Hoffman, or assistance in obtaining documents from the plan (see 3 below), we will be billed based on the above hourly fee schedule, after our prior written approval.

Retainer and Payments: If Mr. Hoffman does not receive a signed agreement and retainer payment from each of us within 30 days of his signature below, it is understood that this agreement is null and void at Mr. Hoffman’s option. We each agree to advance one half of \$_____.00 as a retainer. All fees and costs will be charged against said advance. We understand that the retainer may not pay all the fees and costs necessary to complete the consultation. When our credit balance with Mr. Hoffman falls below \$_____, we agree to replenish our advance so that we maintain a credit balance of \$_____. We agree to make these required payments no later than ten (10) days from the date of the invoice/statement. Any part of the retainer, which is not used, will be refunded at the conclusion of Mr. Hoffman’s services. If we fail to maintain the terms of this agreement and pay fees as expressly set forth herein, we understand that Mr. Hoffman may withdraw from the Agreement. Any invoice not paid within thirty (30) days will be assessed interest at the rate of 12% per annum (1.0% per month) plus costs of collection.

3. Obligation To Provide Accurate Data: We agree to provide Mr. Hoffman with accurate, reliable and complete information, including but not limited to, Summary Plan



