**CREDIT CARD PRE-AUTHORIZATION AND GENERAL RETAINER FORM**

*Please fill out information in text boxes and return by hand or email*

Client’s name

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Residential street address: City, state, zip code

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Signature

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By signing, Client agrees to the terms below.

Client authorizes The Law Office of Scot S. Fagerland, PC (Attorney) to vault Client’s credit card information and to charge Client’s card as described at [www.FagerlandLaw.com/billing](http://www.FagerlandLaw.com/billing) . This authorization will be effective for all cards that Client discloses to Attorney in the past, present, or future.

After Client provides full credit card information to Attorney, the full information will be entered into a PCI-DSS compliant encrypted vault for future use. To confirm upon entry, Attorney will process a test charge of $5, which will be credited to client’s account. Afterward, Attorney will not have access to this credit card’s vital information. However, Attorney will keep this pre-authorization notice on file.

This pre-authorization serves as a general retainer agreement between Client and Attorney. No deposit is provided or required. This general retainer does not authorize any specific charges. Client will authorize specific charges individually in contracts or by email. The terms of this general retainer will apply to all such specific matters.

This pre-authorization qualifies for the reward rate. The reward rate is $200 / hr as of 6/01/20 and is subject to increases in the future with 30-day notice.

In the event of credit card failure, Attorney will notify Client and allow one week for Client to provide payment. Without updated credit card information within that one-week period, Client’s existing balance will increase to Attorney’s base rate, which is $50 / hr above the reward rate, until another valid card is presented. If Client’s credit cards fail twice within a year, or thrice in any time span, Client will lose post-payment privileges, and all future payments must be prepaid. In that circumstance, prepayments must be at least 50% above each estimate to qualify for the reward rate.

Whenever calling or emailing Attorney, Client authorizes Attorney to read / listen and to prepare a proper response. Correspondence between Client and Attorney (emails, phone calls, meetings) is billed by the 1/4 hour, with the exceptions of:

1. Contract negotiations for services estimated to exceed $1,000.
2. Flat-fee matters
3. One free ¼ hr per week of correspondence.
4. Correction of Attorney errors.