

## **Terms of Engagement**

Simon Greening

Barrister & Solicitor, Employment Lawyer

### **General**

1. These Standard Terms of Engagement (Terms) apply to any current engagement and also to any future engagement, whether or not I send you another copy of them.
2. My relationship with you is governed by New Zealand law and New Zealand courts have exclusive jurisdiction.

### **Services**

3. I will outline the services ("Services") I will provide to you in an email following my initial consultation with you.

### **Communications**

4. I will keep you up to date on your matter as it progresses.

### **Fees**

5. I have a "no surprises" policy and will always be transparent with clients about fees. I am also committed to ensuring clients can access legal advice and representation.
  - a. My consultation fee is \$300 plus GST.
  - b. I invoice clients after the initial consultation.
  - c. At the initial consultation meeting I discuss whether I will charge on a fixed fee basis or hourly rate basis (\$300 plus GST).

### **Disbursements**

6. If there are any additional disbursements, I will discuss this with you before making any disbursement related payments on your behalf.

### **Invoices**

7. I send out an invoice after the initial consultation and on a regular basis following the initial consultation. Invoices are payable within 7 days of the date of the invoice.

### **Confidential information**

8. I will hold in confidence all information concerning you or your affairs that I acquire during the course of acting for you. I will not disclose any of this information to any other person except:
  - a. to the extent necessary or desirable to enable me to carry out your instructions; or
  - b. as expressly or impliedly agreed by you; or

- c. as necessary to protect my interests in respect of any complaint or dispute; or
- d. to the extent required or permitted by law.

**Electronic files**

- 9. I ask all clients to provide their information to me, electronically. I do not store original documents on behalf of clients.

**Complaints**

- 10. If you have any concerns about my Services, please contact me in the first instance. I am committed to resolving any complaints promptly and fairly. If I am unable to resolve your complaint to your satisfaction, you may contact the New Zealand Law Society's Complaints Service at 0800 261 801 or by visiting [www.lawsociety.org.nz](http://www.lawsociety.org.nz).