



*In memory of Partner
Douglas P. Munson
1958 - 1992*

*William R. Culp, Jr.
W. Curtis Elliott, Jr.
John Joseph Carpenter
Christopher E. Hannum
Paul M. Hattenhauer
Richard A. Pelak
Stanton P. Geller
Benjamin H. Ellis
William L. Mills, IV
Benjamin E. Dean
John R. Sechrist, II*

*Sydney J. Warren
Clark H.C. Lacy
Mark C. Prybylski
Andrew A. Dinwiddie
Corinne N. Spencer
Brage A. Humphries
Seth B. Elizondo
Christopher J. Nolan
Alexandria M. Krusniak*

[Date]

Client Name
Client Address

Re: Fee Agreement; Client Services Terms and Conditions

Dear:

We are pleased that you have chosen Culp Elliott & Carpenter, PLLC, to assist you with your legal needs. Enclosed for your review is our "Fee Agreement; Client Services Terms and Conditions." In order to clearly communicate our billing policy to new clients, we provide each new client with a copy of our Fee Agreement, including our Client Services Terms and Conditions. **Please sign the agreement where indicated.** You should retain a copy for your records.

Per the recommendations and rules of the North Carolina State Bar, our firm's policy is to have each client execute the enclosed Fee Agreement. If the enclosed agreement is not executed and returned, then, unless otherwise agreed in writing, any services rendered by Culp Elliott & Carpenter, PLLC on your behalf and accepted by you shall be governed by the enclosed Fee Agreement and statement of Client Services Terms and Conditions. Except as agreed below, our Fee Agreement and statement of Client Services Terms and Conditions will cover all services rendered to you and any affiliated entities by the firm for the current and all future matters.

If you have any questions or comments regarding our billing policy, I would be happy to discuss them with you. I appreciate your confidence in Culp Elliott & Carpenter, PLLC, and we look forward to working with you.

Sincerely Yours,

CULP ELLIOTT & CARPENTER, PLLC

For the Firm

/cwc
Attachments

CULP ELLIOTT & CARPENTER, PLLC

Attorneys at Law

CLIENT SERVICES TERMS AND CONDITIONS

INCOMING WIRES

BEFORE SENDING ANY WIRE, PLEASE CALL OUR OFFICE AT (704) 372-6322 AND ASK FOR OUR ACCOUNTING TEAM TO VERIFY THE INSTRUCTIONS. WE WILL NOT CHANGE WIRING INSTRUCTIONS. IF YOU RECEIVE WIRING INSTRUCTIONS FOR A DIFFERENT BANK, BRANCH LOCATION, ACCOUNT NAME, OR ACCOUNT NUMBER, THEY SHOULD BE PRESUMED FRAUDULENT. DO NOT SEND ANY FUNDS AND CONTACT OUR OFFICE IMMEDIATELY. FAILURE TO FOLLOW THIS PROCEDURE ENDANGERS YOUR FUNDS.

Section I: Fee Agreement

This Fee Agreement ("Agreement") sets forth the agreement and understanding between the undersigned (hereinafter the "client") and Culp Elliott & Carpenter, PLLC, attorneys at law (hereinafter the "Firm"), for the rendering of any and all professional and legal services by the Firm for the client and supersedes all prior oral understandings or agreements. The client represents and acknowledges that the client has read the Firm's Client Services Terms and Conditions as outlined in this Agreement and, by executing this Agreement, accepts and agrees to be bound by the Firm's Client Services Terms and Conditions. This Agreement shall cover all current and future services provided to the client. The Firm agrees to provide professional and legal services rendered under the terms and conditions outlined in this Agreement. The Firm does not guarantee any particular result, and unless otherwise expressly agreed in writing, payment of the Firm's fee is not in any way contingent on the results achieved. This Agreement may only be changed by a written agreement executed by both the client and the Firm.

It is understood between the parties that the client may conduct business through one or more entities, including, but not limited to, corporations, partnerships, limited liability companies, or trusts in which the client has an ownership or financial interest (hereinafter the "Affiliates") and that, at the request of the client, the Firm may represent one or more of such Affiliates. The client shall provide such Affiliates with a copy of this Agreement, and by acceptance of services of the Firm by an Affiliate, the Affiliate accepts the Client Services Terms and Conditions contained in this Agreement. As an inducement for the Firm to represent any such Affiliates, the client guarantees payment of the amount due by any one or more Affiliates to the Firm for services rendered.

Client Name

Client: _____

Address

By: _____

City, State, Zip

By: _____

Date: _____

Culp Elliott & Carpenter, PLLC

By: _____
, Member

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Section II: Client Services Terms and Conditions

Generally, the Firm shall provide services in good faith and with due professional care. By accepting such services, the client accepts the terms of these “Client Services Terms and Conditions.”

Fees. Firm and support staff members record time spent (including time written up or down) on client matters for entry into the Firm’s billing system. Prior to billing, a printout setting forth the time recorded and expenses advanced for the client is prepared for review, and the actual number of hours is adjusted as described below. Invoices for fees and out-of-pocket expenses are normally sent out every month unless the Firm chooses another time for administrative convenience or mutually agreed upon by the parties. If a contemporaneous record of time spent on a matter is not maintained, then a good faith estimate of time charges will be recorded.

Except as modified by written agreement, the client will be charged a base fee for legal services at an hourly fee rate of \$325 to \$950 per hour for attorney services, \$190 to \$675 per hour for non-attorney tax preparation or accounting services, \$285 to \$385 per hour for paralegal services, \$95 to \$180 per hour for administrative services, and \$50 per hour for courier services. The hourly rates will be charged for all time spent on client matters, including, but not limited to, meetings (with clients, other professionals, and/or other members of the Firm relating to the client’s business), telephone calls, letters, research, documents or materials prepared or reviewed, pleadings, travel, depositions, court hearings, and any other activities related to the matter. The hourly rates will also be charged for all time spent as an attorney, trustee, fiduciary, expert, or witness preparing for and participating in any depositions, mediations, arbitrations, or court proceedings relating to any documents or work performed on any client matters. The hourly rates quoted above are subject to increase from time to time, which will be reflected in the bills sent to the client. If the client does not wish to be charged at the new hourly rates, the client shall notify the Firm in writing of the termination of this attorney-client relationship and agrees to pay the Firm for services rendered up to the date the Firm receives the written notice. If the Firm continues to represent the client past the date of the increase, the new hourly rates will be in effect, and the client shall pay said rates for all services rendered thereafter.

Without limiting the foregoing, if a professional of the Firm or person rendering services to the Firm is deposed, called to testify (other than as an occurrence witness), or required to respond to discovery in the context of legal proceedings concerning any matter related to services provided by the Firm, the client shall be responsible for, and will compensate the Firm for, all time spent on such matter at prevailing hourly rates. Further, the client will pay the Firm at its hourly rates for all time incurred and will fully reimburse the Firm for all costs incurred in connection with the production of documents in response to subpoenas and requests for the production of documents issued in any legal proceedings. The Firm may at any time in its discretion require additional retainer amounts to cover any of the foregoing fees and costs. The client will pay such retainer amounts immediately upon request. This paragraph shall comply specifically with Rules 1.5 and 3.4 of the North Carolina State Bar Rules of Professional Conduct and shall be amended as necessary to do so. The Firm’s fee policy and billings shall be consistent and fully in accordance with Rule 1.5(a)(1)-(8).

If the client disputes any bill and the Firm and the client cannot resolve the dispute, then, if the client cooperates, the issue of the billing amount and expenses shall be submitted to the fee arbitration program of the North Carolina State Bar Association for resolution prior to the institution of formal collection proceedings by the Firm. The client shall also have the right to utilize the North Carolina State Bar’s fee dispute resolution program prior to the institution of formal collection procedures by the Firm.

Reimbursement of Expenses. The client shall reimburse the Firm for all expenses and charges incurred by the Firm in rendering professional and legal services to or on behalf of the client, including, but not limited to, all costs for copies, long-distance telephone calls, postage, express mail charges, courier expenses, electronic research, facsimile charges, travel charges, investigation costs, court fees, depositions, witness fees, photographs, exhibits, and any other expenses necessary to resolve the case or matter.

Client’s Review of Statements. The client agrees to review the Firm’s monthly billing statements upon receipt and to promptly notify the Firm in

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writing of any objections to services rendered or the amount charged for such services. If the client raises no written objections within ninety (90) days of the date of the billing statement, the client will be presumed to have accepted the statement as presented and have agreed to pay the statement in full.

Payment. Statements for services rendered and expenses incurred will be mailed or emailed to the client monthly unless the Firm chooses another time for administrative convenience or mutually agreed upon by the parties. Payment on all statements is due and payable from the client within fifteen (15) days of the date of each statement. Interest at the rate of one and one half (1½) percent per month will be charged on the unpaid balance of all statements more than thirty (30) days past due from the statement date. The client understands and agrees that if any statement remains unpaid for more than thirty (30) days, the Firm may withdraw from further representation of the client in the matter. The client agrees and consents to execute any documents that may be necessary to effect such withdrawal. Should it become essential for the Firm to proceed with collection procedures against the client to collect any unpaid fees and expenses incurred, the client agrees to pay reasonable attorneys' fees and court costs incurred in such collection procedures.

Termination and Attorney-Client Relationship. Either the client or the Firm may terminate this agreement at any time by providing written notice to the other party. In the event that the client desires to terminate all services of the Firm contracted for by the client, the Firm shall promptly cease providing any service to the client, subject to court approval of the Firm's withdrawal as may be necessary. The client agrees to pay the Firm for all fees and expenses advanced and/or incurred for services rendered through the date of termination of the Firm's services. If the Firm sends the client notice of termination, the client agrees to pay the Firm for all fees and expenses advanced and/or incurred for services rendered through the date of termination of the Firm's services. Whether the client or the Firm terminates the representation, if the Firm represents the client in court proceedings and prior court approval is needed for the Firm to cease rendering legal services, the Firm shall continue to render legal services to the client until such time as the court determines that the Firm may cease rendering services.

In addition, if the Firm does not receive additional assignments within ninety (90) days of the conclusion of the last assignment for which the client has engaged the Firm, the Firm will consider the attorney-client relationship to have been terminated upon the completion of the specific services the client has engaged the Firm to perform. If the client later retains the Firm to perform further or additional services, the attorney-client relationship will recommence, subject to these and any supplemental terms of the engagement that the Firm may agree upon at that time. The fact that the Firm may inform the client from time to time of developments in the law which may be of interest to the client, by newsletter or otherwise, should be understood as something other than a recommencement of an attorney-client relationship. The Firm undertakes only the obligation to inform the client of such developments in the law if the client has engaged the Firm in writing to do so. Our consenting to be a party notified under agreements or other instruments on the client's behalf shall not alone constitute our being considered as the client's attorneys notwithstanding such consent.

Furthermore, the Firm's representation of the client on any particular matter shall terminate ninety (90) days after the completion of the last services performed by the Firm on the matter.

Default. A default under the terms of this Agreement shall be deemed a material default under the terms of this Agreement and shall entitle the Firm to exercise all rights and remedies available under this Agreement or at law or in equity.

Client Representations and Responsibilities. The client shall cooperate with the Firm in the performance of the services by the Firm, including, without limitation, providing the Firm with reasonable facilities and timely access to data, information, and personnel of the client. The client shall be responsible for the performance of its personnel and agents and the accuracy and completeness of all data and information provided to the Firm for the Firm's performance of the services. The client acknowledges and agrees that the Firm's performance depends upon the timely and effective satisfaction of the client's responsibilities and timely decisions and approvals of the client in connection with the services. The Firm shall be entitled to rely on all decisions and approvals of the client. The client shall be solely

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responsible for, among other things: (a) making all management decisions and performing all management functions; (b) reviewing the appropriateness of the services; (c) designating a competent person to oversee the services; (d) evaluating the adequacy and results of the services; (e) accepting responsibility for the results of the services; (f) promptly responding to requests for information or decisions by the Firm; and (g) establishing and maintaining internal controls, including, without limitation, continuously monitoring ongoing activities. The client agrees to notify the Firm immediately in writing if the client feels or believes that any matter is not receiving proper attention or is otherwise not being properly handled or if the client suspects any misunderstanding about what the Firm is to do for the client. The client represents that the client is solvent and does not intend to make a fraudulent transfer of assets. The client understands that if a fraudulent transfer is made, the client may not be able to obtain a discharge of debts in a later bankruptcy filing. The client represents that it does not anticipate filing for bankruptcy protection. This latter representation does not apply if the client has specifically retained the Firm to represent the client with respect to bankruptcy proceedings.

Limitation on Warranties. This is a services agreement. The Firm warrants that it shall perform the services in good faith and with due professional care. The Firm disclaims all other warranties, either express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose.

Disclaimer of Guarantee. Nothing in the Firm's statements to the client will be construed as a representation, promise, or guarantee about the outcome of the client's legal matters, and unless otherwise expressly outlined in writing and signed on behalf of the Firm, payment of the Firm's fee shall in no way be contingent on such outcome. The Firm makes no representations, promises, or guarantees of success. The Firm, in many cases, assists clients with tax planning strategies and tax return positions to minimize, defer, or avoid taxes. Tax laws governing many areas of tax planning are uncertain and subject to change. In all tax matters, the client assumes the risk that the IRS or other taxing authority will not accept the client's plan or position, and the client will be obligated to pay additional taxes, penalties, and interest. The client shall be solely responsible for payment of all such

amounts. In some instances, the Firm may be willing to provide a formal written Opinion Letter (as defined below) stating the Firm's legal opinion as to the client's likelihood of success in a particular tax matter. An attorney's oral comments regarding a specific tax planning matter are generally subject to misinterpretation, and the client should only rely on written materials when determining the level of risk the client is assuming in a particular tax matter.

Limitation of Scope of Work. Under federal and state tax laws, the client generally may not rely on the advice of the Firm to avoid tax-related penalties. The client may only rely on the advice of the Firm to avoid tax penalties under certain limited conditions and then only if a formal written opinion is provided that complies with particular rules and regulations. The Firm does not provide any guarantee that Federal or state taxing authorities will not challenge any tax advice or tax planning recommended by the Firm or that penalties will not be assessed. Unless specifically agreed to in writing, the Firm does not undertake to provide legal advice that will allow the client to avoid potential tax penalties imposed by any taxing authorities, and the client is solely responsible for the payment of any penalties or fines or for any legal fees associated with defending against the imposition of any penalties or fines. Any statements provided by the Firm made orally, in a letter, email, memorandum, or other written document (other than a document that is specifically described in writing by the parties as a formal "Opinion Letter") that include the use of the words such as "should," "will," "may," "likely" or "probably" are not intended to convey a particular outcome. The client also understands and agrees that taxing authorities typically charge taxpayers interest on any unpaid taxes, including any increase in taxes due by the client as a result of an audit or otherwise. Interest on tax deficiencies represents the time value of money, and the client is solely responsible for payment of any interest due on any tax deficiencies.

Document Safe Keeping and File Retention. It is the policy of the Firm not to retain any client original documents prepared, reviewed, or received by the Firm such as wills, trusts, transaction documents (including closing documents and all schedules), deeds, transfer documents, etc. All such original documents will be given to the client for safekeeping. If the client fails to pick up originally executed documents within three months of execution, the Firm may ship the documents to the

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client at the client's expense. The client assumes responsibility for document safekeeping. It is the client's responsibility to retain copies of any documents or other client material provided by the client to the Firm. The Firm may also dispose of any copies of documents or records in its possession in accordance with its document retention policy.

Except for files that the Firm returns to you earlier, either at the Firm's election or at your request, it is the Firm's current policy to retain files related to a specific matter for seven (7) years following the conclusion of the matter. At the Firm's discretion, the Firm may retain the files in either hard copy or electronic format. During the time that the Firm retains the files following the completion of the matter, you may request that the Firm assemble and return to you those files to which you are entitled, with the costs and fees for that task to be paid by you. The Firm reserves the right to retain copies of all files. If, at the end of seven (7) years, you have not requested the return of those files, you give the Firm permission to destroy those files without further notice to you.

Executor and Trustee Services. Clients of the Firm sometimes select an attorney of the Firm to serve as executor of their estate or trustee or special power holder of one or more trusts. Service by an attorney as an executor or trustee is not considered the practice of law, but it is a law-related service. Banks, trust companies, or other attorneys may provide executor and trustee services. The client is strongly encouraged to carefully consider alternative entities and persons to provide executor or trustee services before selecting an attorney of the Firm to serve in that capacity.

Specific Legal Matters. This Agreement is intended to cover any and all legal services provided by the Firm to the client or Affiliates unless otherwise agreed to in writing and supersedes all prior written and oral agreements. In the event that the client and the Firm enter into a separate written agreement covering services rendered for a specific matter, the separate agreement shall control any specific items addressed in the separate agreement. All other matters not explicitly covered in the separate agreement shall be governed by this Agreement and the Client Services Terms and Conditions.

Corporate Transparency Act Matters. The Firm will not be responsible to the client for filing any beneficial ownership information report required under the Corporate Transparency Act unless the client requests such engagement in writing and the Firm accepts such engagement in writing through the execution of a Beneficial Ownership Information Report Engagement Letter signed by both parties.

Effective Date. Any written fee agreement will take effect upon execution by the client and the Firm and payment of any designated retainer, but its effective date will be retroactive to the date the Firm first provided services. The date at the beginning of a written fee agreement is for reference only. If a written fee agreement is not executed or otherwise does not become effective, the client shall pay the Firm the amount billed by the Firm to the client following the Firm's standard billing policy as set forth herein. Unless otherwise agreed upon in writing by the Firm, the client agrees that by accepting services from the Firm, the client is accepting the terms and conditions of the Firm's Client Services Terms and Conditions as set forth herein.

Section III: Retainer Agreement

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The client agrees to pay the Firm an amount equal to \$_____ as a minimum retainer fee to reserve the services of the Firm for the client's matters. The client will not be entitled to a refund of the minimum retainer fee; however, such amounts paid will be credited toward the last hours worked on the client's last and final bill for the retained matter. In the event the charges for fees and expenses incurred exceed the minimum retainer fee, the Firm reserves the right to demand that the client pay additional amounts to the Firm for it to continue the rendering of services to the client. The client agrees that all amounts paid to the Firm for minimum retainer fees and expenses are the property of the Firm and may be deposited in its regular account and need not be held in trust.

Client Name

Client: _____

Address

By: _____

City, State, Zip

By: _____

Date: _____

Culp Elliott & Carpenter, PLLC

By: _____
, Member

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Section IV: Guaranty Agreement

As an inducement for the Firm to represent the client and Affiliates, the undersigned Guarantors hereby jointly and severally guarantee payment and agree to pay the amount due by the client and Affiliates under the Fee Agreement outlined in the above Section I, including fees for services and interest on past due accounts, and hereby jointly and severally guarantee payment and agree to pay reasonable attorney's fees, court costs, and collection costs incurred in enforcing the Fee Agreement and this guaranty.

Witness:

Guarantors:

Date: _____

_____, Member