SPECIAL AGREEMENT HOURS

Date: _____ Your Firm # _____ Your Firm Name: _____

File # _____ to use Special Agreement Hours. Your Signature _____

This form is for ***Starting, Changing,*** or ***Removing*** Special Agreement Hours. There are two types of Special Agreement Hours, Type A and Type B. ***YOU CANNOT HAVE BOTH TYPES ON THE SAME FILE.***

STARTING TYPE A - Different Hourly Rate for a Pre-Set Number of Hours

This method charges an Hourly Rate that is different from the timekeeper hourly rates you have established on this file. This different hourly rate is charged up to the number of hours you indicate for **all** timekeepers who work on this file. After the per-set number of hours has been reached, subsequent hours are rated at the established timekeeper hourly rates for this file.

Print the Different Hourly Rate here $ _____

Print the Pre-Set number of Hours here _____

STARTING TYPE B - Flat Fee for a Pre-Set Number of Hours

This method charges one flat fee for a pre-set number of hours. After the pre-set number of hours has been reached, subsequent hours are rated at the established timekeeper hourly rates for this file.

Print the Flat Fee here $ _____

Print the Pre-Set number of Hours here _____

(The Pre-Set number of hours and the Flat Fee will print on the next statement only. They print after your explanation of the agreement).

CHANGING TYPE A

Hourly Rate to $ _____ (Replace Hourly Rate)

Add (hours) _____ to the pre-existing Special Agreement Hours.

Subtract (hours) _____ from the pre-existing Special Agreement Hours.

CHANGING TYPE B

Add (dollars) $ _____ to the pre-existing Flat Fee.

Subtract (dollars) $ _____ from the pre-existing Flat Fee.

Add (hours) _____ to the pre-existing Special Agreement Hours.

Subtract (hours) _____ from the pre-existing Special Agreement Hours.

REMOVING SPECIAL AGREEMENT HOURS

☐ Put an "X" in this box to remove.

EXPLAINING SPECIAL AGREEMENT HOURS ON THE STATEMENT

You can PRINT AN EXPLANATION of Special Agreement Hours on your client's statement. ***The explanation will print only once***. If you want a message to print every month, use the Individual Statement Message Form. Print the explanation in the following boxes (one letter or punctuation mark per box). This explanation will appear as the first Professional Services entry on the next statement for this file.

TO START OR STOP PRINTING SPECIAL AGREEMENT HOURS REMAINING ON THE STATEMENT

"Special Agreement Hours Remaining" (followed by the number of hours remaining) can optionally print on your client's statement.

In this box ☐ print an "I" to print or an "O" to stop printing the Special Agreement Hours remaining on your client's statement.

WHEN EFFECTIVE AND WHAT INCLUDED

All hours that print on the next and subsequent statements for this file will be effected by this form.

The number of Pre-Set hours remaining in Special Agreement Hours for this file is printed as the last ending balance on the office copy of the statement following the abbreviation SAHR (special agreement hours remaining).

If you want to override the Special Agreement Hours you have programmed on a file when making a Log entry, print the amount that you want to charge for the time entry in The Log Amount Column. This will override the value of your Special Agreement Hours, but it will not deduct these hours from the pre-set number of hours.