

## **Notice to Client of Increase in Hourly Rate**

### **Why you need this Model Notice to Client:**

Clients should be notified in writing of any fee increases 30 days in advance. This protects both the firm and the client. Informing your client of what to expect and when to expect it will help your client prepare for the extra expense.

### **How this Model Notice to Client helps you:**

The Notice needs to be clear, brief, and readable. Use this Model Notice to Client to inform your clients of upcoming fee increases.

### **How to use this Model Notice to Client:**

No two practices are the same, so modify this Model Notice based on your circumstances.

**THIS TOOL AND HUNDREDS MORE AVAILABLE AT: [HTTP://WWW.LAWOFFICEMGR.COM](http://www.lawofficemgr.com)**

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## **MODEL**

### **NOTICE OF INCREASE IN HOURLY RATE**

FROM: ABC LAW FIRM

TO: ALL CLIENTS

EFFECTIVE [DATE], THE HOURLY BILLING RATE FOR [LAWYER] HAS INCREASED FROM \$\_\_\_ PER HOUR TO \$\_\_\_ PER HOUR. THE BILLING RATE FOR PARALEGALS, LEGAL ASSISTANTS, AND LAW CLERKS WILL REMAIN AT \$\_\_\_ PER HOUR, AND FOR ASSOCIATES AND OF COUNSELS, WILL REMAIN AT \$\_\_\_ TO \$\_\_\_ PER HOUR, DEPENDING ON THEIR EXPERIENCE LEVELS.

SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CONTACT ME.

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