

Ryan Kaufman, MD
RSK Forensics, PLLC
104 N. Green St.
Box 307
Morganton, NC 28655

Fee Schedule and Retainer Agreement for RSK Forensics, PLLC

- I. **Services:** Dr. Ryan Kaufman, owner of RSK Forensics, PLLC and the service provider, agrees to provide the following Services:

Evaluation of individuals in person or via tele-video conference (including time spent waiting for the appearance of individuals requiring evaluation), travel to and from sites for in person evaluations or court appearances, in-person or telephone interviews with parties relevant to the individual being evaluated (including phone interviews with the client and phone conversations with attorneys after the initial consultation), review of records, review of relevant literature, a completed, written forensic report, preparation for testimony, and/or court appearances (including time spent waiting in court or for virtual court hearings). Any additional services needed will be considered at the discretion of the service provider.

- II. **Compensation.** In consideration for the services provided, the service provider shall be paid at a rate of \$400 per hour, billed at 15-minute increments. The hourly rate of \$400 applies to all services rendered.
- a. The initial phone consultation with the client and the first hour of total travel time (if required) will be included at no cost.
- III. **Cancellation policy:** If any evaluation or scheduled court appearance is cancelled with less than 24 hours written notice, there is a \$500 cancellation fee.
- IV. **Payment.** Service provider shall be paid in full after services are rendered. If a case is expected to last more than one month, payment will be remitted monthly beginning on the first of the following month for all services rendered the previous month. There will be no contingency fees. Balances must be paid within 30 calendar days of receipt of the invoice. The service provider reserves the right to terminate this retainer agreement if an outstanding balance is not paid within 30 days.
- a. A deposit of \$2000 is required to retain the service provider before the initiation of services. The amount of the deposit will be deducted from the first monthly invoice. If the service provider provides less than five total hours of billable services, a pro-rated refund may be provided.
- b. Any outstanding balance must be paid within thirty calendar days of the final invoice.
- c. Final copies of forensic reports will not be provided until full payment for services rendered is received.
- V. **Non-Payment:** In the event of non-payment for services rendered, the service provider reserves the right to initiate legal action to recover unpaid fees.

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VI. **Acknowledgement and Signature:** By signing below, the client and service provider agree that these terms are acceptable and legally binding. Signed agreements may be returned electronically to RyanKaufmanMD@rskpsychiatry.com

Client Signature:

Date:

Printed name

Dr. Ryan Kaufman, MD

Date: