**NSW Government Legal Services**

**[Agency Name]**

**LEGAL SERVICES ORDER**

**Engagement of the NSW Crown Solicitor’s Office**

Where you have provided an estimate of fees and disbursements, this has been included below. If you have not yet provided an estimate, please do so and proceed with the work once we have confirmed it is acceptable.

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| **Legal Services Order Client Ref No:** |  |
| **Service Provider Name:** | Crown Solicitor’s Office |
| **Client:** |  |
| **NSW Government Cluster Name:** |  |

| 1. **SERVICES** | |
| --- | --- |
| **Matter name** | |
| **Scope of engagement** | |
| **Delivery timeframe** | |
| Sub-Panel |  |
| Area of Law |  |
| Expense Type **(mandatory field)** | OPEX  CAPEX |
| Advice  Transaction  Litigation | |

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| --- | --- |
| 1. **FEES** | |
| Fixed fee/price |  |
| Fee estimate (including professional fees, disbursements and Counsel fees) ex GST |  |
| Cap on expenses and disbursements |  |

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| --- | --- |
| 1. **SPECIAL TERMS** | |
| Special Terms (if any) |  |
| 1. **CLIENT’S REPRESENTATIVE** | |
| Client’s Representative | Internal Lawyer:  Email: [NAME]@[agency].nsw.gov.au  Mobile: [NUMBER] |
| 1. **INVOICING REQUIREMENTS** | |
| [Invoicing Requirements]  If costs will exceed initial estimate, please send revised estimate **before exceeding** to ensure prompt payment | |

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| 1. **PANEL DEED CONDITIONS APPLY** |
| Although not a party to the Legal Services Contract, the Crown Solicitor can provide legal services for any work that falls under the NSW Government Legal Services Panel and will follow the charging disciplines and reporting requirements set out under those arrangements. |

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| **ACKNOWLEDGEMENT** The Crown Solicitor has no actual, potential, perceived or apparent conflict of interest, except as disclosed to the Client, in providing the services requested.  Signed on behalf of the Crown Solicitor by:  Signature    Name  Date:  **Please return the Legal Services Order to the Client’s Representative** |