

IMPORTANT NOTICES

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NOTICE OF INCREASE FOR PROCESSING CREDIT CARD TRANSACTIONS

Please be advised that, due to the increasing cost of processing credit card transactions, effective May 5, 2011, our charge for processing payments by credit card transactions will increase from 1.75% to 2%.

NEW BILLING FORMAT

We have converted our billing to a new system. Unless you advise us otherwise, you will receive billing statements via e-mail at the last e-mail address you provided to us. Those of you without e-mail addresses or who have requested to receive your billing via U.S. Mail, will receive your billing via U.S. Mail.

Please note the billing statements will come in the form of one or more of the following documents:

- 1) Statement: This is a summary of payments received and balance due for that billing cycle. You will not receive a statement if there is no previous balance due or payments received during that billing cycle.
- 2) Invoice: You will only receive an Invoice if there are services rendered or costs incurred or advanced during that billing cycle, otherwise you will just receive a Statement.
- 3) Retainer Receipt: You will receive this receipt only if you deposited a retainer during that billing cycle.

Those receiving their statements by e-mail, you will receive separate e-mails for each document if more than one of the foregoing documents are included in your billing for that billing cycle.

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GENERAL NOTICES

Our relationship with our clients is very important to us, so please take a moment to review your statement and call us if you have any questions or concerns.

KEY TO TIMEKEEPERS:

WRF = William R. Fuhrman, Esq.

MMV = Associate Attorney

MAS = Morgan A. Stevens, Senior Paralegal

AP = Associate Paralegal

STATEMENTS DUE UPON RECEIPT. Please note that statements are payable immediately upon receipt. Statements not paid within thirty (30) days after being sent will be charged a finance charge at the rate of .83% per month corresponding to an annual percentage rate of 10% per year and may cause attorney to withdraw from client's case for non-payment of fees. The balance upon which a finance or interest charge may be imposed will be the "Adjusted Previous Balance" which will be determined by adding to the unpaid portion of the prior month's balance due any charges for costs incurred or advanced which remain unpaid thirty [30] days from the date of mailing of the statement on which those charges appear.

PAYMENTS MADE BY CREDIT CARD. We accept payments by credit card. A 1.75% processing charge added to any payments made via credit card as follows. This rate will increase to 2%, effective May 5, 2011. For example, if the amount to be charged is \$1,000.00, then the total amount charged to the credit card will be \$1,017.50 (after May 5, 2011, it would be \$1,020.00). Credit cards we accept are: Visa, Mastercard, American Express, and DiscoverCard.

BAD CHECKS. There is a \$20.00 service charge if a check is returned for insufficient funds or for a stop payment order.

BILLING COMPLAINTS/DISPUTES. Unless Client mails to Attorney a written complaint to a statement within fifteen days after the envelope postmark, that statement will be deemed totally acceptable to Client and amount due will not be adjusted thereafter.

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DELINQUENT ACCOUNTS. Accounts with outstanding balances over 90 days past due in excess of \$2,500.00, may be turned over to a collection agency. If your account is turned over to a collection agency it may be reported to the credit bureaus as a delinquent account (Eff. 1/1/09).

Additionally, if an account is over 60 days past due, no further work will be performed on your case until your account is brought current and an additional fee deposit is paid.

THERE WILL BE NO EXCEPTIONS, unless you have personally arranged a payment plan with Mr. Fuhrman and that payment plan is in writing signed both you and Mr. Fuhrman.

No fees shall be charged for talking about or explaining the statements or charges.