



COUNTY OF BERKS, PENNSYLVANIA

Office of the Solicitor

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ACKNOWLEDGEMENT OF OUTSIDE COUNSEL BILLING GUIDELINES

On behalf of my firm, _____, I
_____ acknowledge receipt of the County of
Berks (County) Outside Billing Guidelines (Guidelines) (Adopted April 28, 2016.) I have read
the Guidelines and understand the Guidelines are effective for all legal work performed on or
after June 1, 2016. I will provide these Guidelines to my office staff and other professionals
working on County matters. Our firm agrees to perform all County legal work governed by the
Guidelines in accordance with the terms outlined. We understand that all legal invoices we
submit to the County are subject to review by the Solicitor prior to payment and are subject to
reduction or rejection if not consistent with these Guidelines. These Guidelines do not limit the
County's recourse to any and all other remedies related to my firm's provisions of professional
services for the County of Berks.

Law Firm Name

By: _____
Lead Outside Counsel

Date: _____