

Service Level Agreement (SLA) for Legal Services

Between:

[Client Name]
[Client Address]
[Client City, State, Zip Code]

And:

[Law Firm Name]
[Law Firm Address]
[Law Firm City, State, Zip Code]

1. Purpose

This Service Level Agreement defines the expectations and responsibilities of both parties regarding the delivery of legal services.

2. Scope of Services

The services covered under this agreement include, but are not limited to:

- Legal consultation
- Contract review and drafting
- Litigation representation

3. Service Delivery Standards

The Law Firm agrees to:

- Respond to client inquiries within [X] business days.
- Provide updates on ongoing cases at least [X] times per month.
- Complete legal documentation within [X] business days of receiving necessary information.

4. Reporting and Review

Monthly reports detailing services rendered and performance metrics will be provided to the Client.

5. Fees and Payment Terms

Legal services will be billed at the following rates:

- [Hourly Rate]
- [Flat Fee services]

Payments are due [X] days after receipt of the invoice.

6. Term and Termination

This agreement shall commence on [Start Date] and shall continue until [End Date], unless terminated by either party with [X] days written notice.

7. Signatures

By signing below, both parties agree to adhere to the terms outlined in this Service Level Agreement.

[Client Name]

Date: _____

[Law Firm Name]

Date: _____