**Check before sending the retainers:**

* **Retainer for solicitors AND Direct access retainers**
1. First page: all the empty fields and dates
2. The red paragraphs text fields should be changed based on the circumstances
3. The items listed in “……… is seeking to retain me on the following basis:” of the first page will be exactly repeated in the following sections; a text field is provided for that:
	* + Instructions and scope of work (s1.0)
		+ Estimate of Fees (S3.1)
4. Navigate through the document and arrange the paragraph numbers
5. All the red parts should be black
6. Update the “table of content”