

[Your Name], [Credentials]

[Business name, if any]

[Street address]

[City, State ZIP]

[Phone] · [Email]

[Tax ID / EIN — optional, or “available on request”]

FEE SCHEDULE

Effective

[January 1, 2026]

Rates

SERVICE	RATE	UNIT / NOTES
Record review, research, chronology, and analysis	[\$175]	per hour, billed in tenths
Written reports, summaries, and affidavits	[\$175]	per hour
Consultation with counsel (calls, meetings, email requiring substantive response)	[\$175]	per hour
Deposition testimony	[\$300]	per hour, [2]-hour minimum, billed to the party taking the deposition
Trial or hearing testimony	[\$2,000]	per day or part day; half-day rate \$[1,200]
Expedited work (requested turnaround under [5] business days)	rate × 1.5	requires written authorization
Travel time	[\$87.50]	per hour (half rate), portal to portal, plus expenses at cost
Cancellation of scheduled deposition or testimony with less than [3] business days' notice	[\$600]	flat, credited against rescheduled appearance

Sample rates only. Expert and legal nurse consultant rates vary widely by specialty, region, and role. Every bracket is a fill-in.

Advance payment (deposit)

An advance payment of \$[1,500] is requested at engagement and applied to the final invoice. This is a deposit against fees earned, not a fee for availability, and any unused portion is refunded at the close of the engagement. Work begins on receipt of the signed engagement letter and the deposit.

Billing and payment

- Invoices are issued [monthly] or at completion of a defined phase, whichever comes first.
- Payment is due within 30 days of the invoice date. Late balances accrue [1%] per month or the maximum permitted by law.
- Each line item includes a date, a description, and hours in tenths. Supporting records (emails, receipts, time logs) are kept for every entry and available on request.
- Expenses (records copying, transcripts, shipping, travel) are billed at cost, with receipts for items over \$[25].
- Rates are fixed for the engagement unless a change is agreed in writing at least 30 days in advance.

Scope

Fees are for time and expertise, not for any particular opinion or outcome. The expert's opinions are independent and based on the records and information reviewed.

ACKNOWLEDGED (OPTIONAL, IF USED AS AN ENGAGEMENT ATTACHMENT)

Acknowledged for [Firm]: _____ Date: _____

Using the fee schedule

Where it goes

Send the fee schedule with your engagement letter and reference it on every invoice (“per fee schedule dated 1/1/2026”). A firm that has the schedule in the matter file approves invoices faster, because approving them is then a matter of arithmetic rather than judgment.

The words that matter

- **“Advance payment” or “deposit,” never “retainer.”** A retainer, in the sense a law firm uses the word, is a fee for availability. What you are collecting is a deposit against fees you will earn, refundable to the extent it is unused. Say so in the document.
- **The scope paragraph.** “Fees are for time and expertise, not for any particular opinion or outcome” is short, and it is what makes the schedule read as an expert’s rather than a vendor’s. Opposing counsel will ask about your compensation; this sentence is already the answer.
- **Who pays for the deposition.** Deposition testimony is normally billed to the party taking the deposition. Naming that in the schedule saves an argument later.
- **Written authorization for expedited work.** A multiplier nobody agreed to in writing is a multiplier that gets struck from the invoice.

Before you send it

- 1 Fill every bracket. A bracket left in place reads as a draft.
- 2 Set a real effective date, and keep old versions — engagements that started under a prior schedule stay on it.
- 3 Check that the hourly rates match the ones you will put on an invoice. A schedule and an invoice that disagree stop payment.
- 4 Decide your consulting and testifying rates separately if they differ, and list both.
- 5 If you do court-appointed or public-defender work, ask about caps and voucher forms at engagement, and note any cap that applies.

This template comes from **TallyHi**, a Mac app for expert consultants who bill law firms by the hour. It keeps a running log of billable events per case, attaches the emails and files that back them up, and generates a print-ready invoice in the matching format. Your case files stay on your Mac. tallyhi.com