

ROBERT D. COOK, PRESIDENT & CEO
FLIGHT PRO CONSULTING SERVICES LLC.

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Standard Contract Requirements for Robert D. Cook, Flight Pro Consulting Services to be inserted into or added to law firms contract as addendum or retention contract

Fee's and Expenses:

- Standard fee for **Litigation Services** are \$325.00 per hour.
- When work is accomplished at office i.e. report writing, research etc. the standard fee of \$325.00 per hour will apply.
- When on the road traveling, the full rate of \$325.00 per hour will apply.
- If worked more than 8 hours a day the additional time will be billed at \$325.00 per hour.
- Flight Pro Consulting Services bills to the 10th of an hour.
- Days involving deposition or testimony including standing by to give such will be charged at \$3200.00 per day. Additional time in excess of 8 hours will be billed at \$437.50 per hour.
- **Travel Expenses:** Travel expenses necessary for the execution of the project, to include transportation by rail, taxi, bus, rental vehicle and air travel will be accomplished at business class rate for travel in the Continental United States (CONUS) and **must** be purchased on Flight Pro's American Express credit card (due to personal insurance provision coverage)
- International air travel to include Alaska & Hawaii will require 1st class accommodations on a **United States air carrier**. A Foreign air carrier may be used with prior approval of Consultant. Client may have the ability to book flights at their option through their own booking agency but **must** use Flight Pro's American Express Credit Card to book the flight.
- **Other Expenses:** All other expenses related to, hotels, rental cars and other forms of transportation because of personal insurance coverage provisions will also have to be booked and paid for by Flight Pro's (Robert D. Cook) credit card.
- **Direct Expenses:** The following expenses as required will be billed as direct cost to the Client: Cost of Visa's, photos, accommodations, valet services, Internet access, telephone/fax charges, postage and shipping, courier services, reproduction photo processing and image transfer to CD's, photo copying/printing, in-house printing (*black & white .20 cents per sheet, color .50 cents per sheet*) photos, laser printing, binding and purchase of various supplies needed to support the project.
- **Meals:** Rate of reimbursement of meals will be billed at a flat rate **no receipts** of \$87.50 per day in the CONUS (Meal Allowance)
- **Meals** for travel in Europe, Caribbean, South America, South Pacific, Asia, Far East, Mid East, Africa, Canada, Russia, Australia, Alaska, Hawaii and other countries out of the CONUS will be billed at a flat rate **no receipts** of \$150.00 per day (Meal Allowance). Hotel and accommodation charges will be billed at actual expense.
- **Mileage** rate for personal use of vehicle for transportation will be reimbursed at 58.5 cents per mile.
- **Level of Effort:** Flight Pro will be available for Client as required, **with adequate advance notice (2-3 Days) of work schedule**. Client will have to take into consideration Flight Pro's established work schedule with other retained Clients when requesting services.
- **Other Clients:** Contractor retains the right to perform Aviation Technical Support and litigation Services for other Clients.
- **Security:** An **armed guard** will be required 24 hours a day, 7 days a week for countries that are considered hostile or unsafe for American Citizens by the United States Department of State web site.