

**John O. Brentin and Associates L.L.P.**

3700 Buffalo Speedway  
Suite 560  
Houston, Texas 77098-3705  
Phone: 713-627-3320 FAX: 713-627-3370

**GENERAL INFORMATION**

**What are your office hours?**

Our office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Clients are seen by appointment only during normal office hours; however, we will do our best to accommodate any special needs.

**Where are you located?**



**John O. Brentin and Associates, L.L.P.  
3700 Buffalo Speedway  
Suite 560  
Houston, Texas 77098**

We are conveniently located just outside the Greenway Plaza area in an 11 story red brick building:

- Exit the Southwest Freeway (I-59) onto Buffalo Speedway (just east of Greenway Plaza).
- Proceed north on Buffalo Speedway toward Richmond Avenue.
- The second building on the left (west toward Greenway Plaza) is 3700 Buffalo Speedway.
- Immediately after passing up the 3700 building sign, turn left into the driveway between the building and the Bank One Building.
- Enter the parking garage by turning left again.
- Park in visitors parking either on the ground level or follow signs for additional visitors parking.
- Take the elevator from the lobby to the 5<sup>th</sup> Floor and our reception area is through the glass doors directly toward Buffalo Speedway, Suite 560.

### **What are your fees and charges for services?**

#### Initial Consultation

We offer a no-obligation initial consultation with prospective clients. We usually are able to provide you with recommendations during that time. If you do decide to hire us, we will give you a fee estimate and will ask you to provide us with a retainer based on those estimated fees.

If we are engaged, the time spent at the initial meeting will be incorporated into the total cost of the matter handled. If we are not engaged, the prospective client does not incur any financial obligation to the firm.

#### Fees and charges for services

Our fees are set according to the standards established by the Supreme Court and are determined according to certain criteria to ensure that fees are reasonable. The factors that are considered in a fee include:

- The complexity of the facts and law involved
- The level of skill and professional training of the attorneys involved
- Time constraints imposed by the client
- Fees customarily charged by other professionals for similar services
- The length of time required to complete the task

The determination of a reasonable fee is governed by standards set by The Supreme Court of Texas.

The amount of time spent multiplied by the benchmark hourly rate of the professional is a starting point in arriving at a reasonable fee; however, we do not necessarily charge by the hour. Adjustments are made in accordance with the factors mentioned above.

Fees can be flat, hourly or contingent – or some combination thereof.

Quality costs – and we strive to make sure you receive real value for what you pay. We are not the cheapest lawyers in town – just among the best in our area of expertise with fees that are very competitive among our peers.

**What forms of payment do you accept?**

We accept personal checks, Visa and MasterCard. We request that a retainer be paid before any work is initiated. The amount of the retainer will be determined at the initial consultation.

**What type of technology does your firm have?**

We utilize the latest technology to provide the most comprehensive, current and cost effective services to our clients. We have online access to our office from anywhere in the world. Our high-speed Internet connection enables us to continuously monitor tax and legal developments in the areas in which we serve our clients. It also allows us to communicate quickly and efficiently with our clients. State-of-the-art planning and graphing programs are used, where appropriate, in order to simplify concepts and help clients understand their choices.