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**John W. Bartley, PLLC**  
**623 S. Lewis**  
**Stillwater, OK 74074**  
TELEPHONE: (405) 269-3377  
FAX: (405) 780-7198

October 8, 2025

Stillwater Public Schools  
ATTN: Bo Gamble  
314 S. Lewis St.  
Stillwater, OK 74074

Re: various real estate related matters

Dear Mr. Gamble:

We are pleased to have the opportunity to represent you in the above referenced matter. It is our understanding that the general scope of our representation includes legal research, research of land records, title examinations, negotiations, document preparation, but does not include litigation. Our goal is to provide the highest quality and most efficient legal services possible. Experience has shown that our relationship will be stronger if we begin it with a clear understanding about our fees and their payment. This letter will confirm our earlier discussions and agreements with you regarding our firm's professional fees.

Our hourly rates for lawyers currently is \$225.00 per hour. Our rates for legal assistants is \$50.00 per hour.

It is important that it is understood from the outset that our attorneys fees do not include costs incurred in the course of handling this matter on your behalf, i.e., filing fees, abstract costs, etc. Many of these costs are set by statute or third parties and are beyond our control. Payment of these costs will be your responsibility over and above the amount of our fees and an accounting for these costs will be provided to you.

If an increase in the fee becomes necessary, we will contact you prior to investing additional time in the file and discuss the options available. All time invested by the attorney will be billed at an hourly rate.

We have not requested a retainer from you, but will request that all invoices be paid promptly, and in no event more than thirty (30) days after receipt.

During the course of our discussion with you about handling this matter, we may have provided you with certain estimates of the magnitude of the fees and expenses that will be required for this matter. It is our firm policy to advise all our clients that such estimates are just that, and that the fees and expenses required are ultimately a function of many conditions over which we have little or no control, especially in litigation matters, where the extent of necessary legal services may depend on the degree to which the opposition files various motions and engages in its own discovery.

Once again, we appreciate having the opportunity to serve you. If, from time to time, you have

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any questions about any aspect of our agreement or our statements, please feel free to inquire concerning those matters. It is very important that we proceed on a clear and satisfactory basis in our work for you so, if any questions arise, please do not hesitate to contact us.

If for any reason you do not understand this letter, or if you feel it does not accurately reflect our agreement, please contact us immediately. If we do not hear back from you in writing within ten (10) days of the mailing of this letter, we will assume there is an understanding and contract between the parties.

Very truly,

**DocuSigned by:**



John W. Bartley

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