

EXHIBIT A  
**FISCHER, BROWN, BARTLETT & GUNN BILLING POLICIES**  
**January 1, 2015**

Fischer, Brown, Bartlett & Gunn will bill you generally on a monthly basis for work done by attorneys and assistants. Our bills will be narrative form and will describe the services rendered. The principle basis for any bill will be the time spent by attorneys and legal assistants working on your behalf. The hourly billing rates of attorneys and assistants vary with experience and skill of the attorney or assistant doing the work. The current hourly rates for attorneys and legal assistants are as follows and will be fixed for the two year term of this agreement:

Brent Bartlett	\$250
Daniel Brown	\$250
William Fischer	\$250
Don Frick	\$240
Sara Irby	\$240
Melissa Buick (legal assistant)	\$80
Lisa Young (legal assistant)	\$80

Although our hourly billing rates are a primary factor in our billings, they are not the only factor. It is important to us that all of our invoices are fair and reasonable in relation to the work performed, and, therefore, our bills may be adjusted upward or downward depending upon a variety of factors that bear on the reasonableness of the bill, including those factors set forth in the Colorado Rules of Professional Conduct governing the practice of law:

- (1) the time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly;
- (2) the likelihood, if apparent to the client, that the acceptance of the particular employment will preclude other employment by the lawyer;
- (3) the fee customarily charged in the locality for similar legal services;
- (4) the amount involved and the results obtained;
- (5) the time limitations imposed by the client or by the circumstances;
- (6) the nature and length of the professional relationship with the client;
- (7) the experience, reputation, and ability of the lawyer or lawyers performing the services;  
and
- (8) whether the fee is fixed or contingent.

We adhere to these rules and consider each in all of our billings as we want you to be satisfied that the amounts we bill are appropriate and fair. Statements are due upon receipt unless other arrangements have been made. A set percentage of 2% of fees is applied to each billing statement to cover general administrative expenses incurred in providing services such as photocopies, postage, facsimiles, and long distance charges. Any non-standard charges or amounts paid on the client's behalf (such as express mail charges, conference call charges, court fees, recording fees, wire transfer fees) are included in addition to these standard expenses and are set forth in the billing statement.

We will, in the performance of our work for you, seek to adhere to the highest quality of professional standards, to perform our work in a competent and conscientious manner, and to do work as efficiently and effectively as possible. You are however, free to terminate our relationship at any time and for any reason, as are we. Finally, we encourage you to call us with any questions or concerns you might have regarding our billing statements, status or progress of your matter, or with any other concerns or questions. Our goal is that you are completely satisfied with our services as we render them. If you're not, you would be doing us a true favor by letting us know.