GENERAL TERMS OF SERVICE

(For Website Publication)

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1. Definitions and Subject of the Agreement

- **1.1. Service: ARKA Group SIA** (Reg. No. 42103103470, Email: arka@arkagroup.lv, Tel: +371 22525686; hereinafter – *Law Firm*) provides legal consultations and services to the Client in accordance with the agreed Service Order.
- **1.2. Performance Standard:** The Law Firm acts in good faith, in compliance with the laws of the Republic of Latvia and professional standards. Employees or subcontractors may be engaged, provided strict confidentiality is maintained.

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2. Remuneration, Hourly Rate, and Payments

Base Hourly Rate: EUR 105.00 / hour (excl. VAT) during standard business hours (business days, 10:00–17:00 Riga time).

- **2.1. Inflation Adjustment:** The standard hourly rate may be reviewed annually based on official Consumer Price Index (CPI) inflation data, rounded to the nearest full euro.
- **2.2. Surcharges & Rates:**
  - **Outside Business Hours / Holidays:** +10% surcharge on the base rate.
  - **Travel Time:** 40% of the base rate.
  - **Administrative Support:** Reduced hourly rate as specified in the order.
- **2.3. Out-of-Pocket Expenses:** The Client reimburses direct expenses (court fees, notary fees, translations, official document requests, etc.) pre-approved by the Client.
- **2.4. Payment Terms:**
  - Invoice payment term: **5 business days**.
  - In case of payment delay exceeding 5 days past due, a contractual penalty of 0.1% per day applies (capped at 10% of the principal debt).

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3. Obligations and Liability

- **3.1. Client Obligations:** Provide true, accurate, and complete information in a timely manner.
- **3.2. Limitation of Liability:** The Law Firm's liability for direct damages is capped at the total amount received from the Client in the 30 days prior to the damage-causing event. Indirect damages are excluded.

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4. Confidentiality & Data Protection

- **4.1. Confidentiality:** All shared information and the agreement itself remain strictly

confidential.

- **4.2. AI Usage:** Public AI tools may be used to optimize service delivery, except for specific information explicitly restricted by the Client.
- **4.3. Marketing References:** The Law Firm may generally reference the Client in marketing materials without disclosing confidential case details.

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5. Term and Termination

- **5.1. Term:** The agreement is valid for **6 months**, with optional 1-year extensions upon written notice.
- **5.2. Termination:** Either party may terminate with **30 business days'** prior written notice.

SERVICE ORDER

(1-Page Client Form)

🏢 I. Client Information

Field	Details
Name / Company Name:	_____ _____
Reg. No. / Personal ID:	_____ _____
Legal / Residential Address:	_____ _____
Email & Phone:	_____ / +371 _____

II. Work Task & Scope

1. **Task Description:**

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2. **Included Services:**
   - Situation research, legal assessment, and document review.
   - Document drafting / revising and updating position papers.
   - Up to 30 minutes (0.5h) of consultation regarding the drafted documents and related queries.
3. **Excluded Services (Require Additional Fee):**
   - Representation in court, state agencies, or third-party negotiations.
   - Drafting additional document templates, translations, or official fee payments.

III. Financial Terms

- **Base Fee:** EUR _____ (excl. VAT)
- **Additional Hourly Rate:** EUR 105.00 (excl. VAT) / hour *(subject to annual CPI inflation adjustment)*
- **Payment Method:** [ ] Advance Payment [ ] Post-payment (within 5 business days)

IV. Signatures

By signing this Service Order, the Client confirms that they have read, agreed to, and accept the **General Terms of Service** published on the Law Firm's website.

Client	Law Firm (ARKA Group SIA)
Signature: _____	Signature: _____

Client	Law Firm (ARKA Group SIA)
Date: ____ / ____ / 2026	Date: ____ / ____ / 2026