

[Law Firm Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip Code]

## **Re: Engagement for Intellectual Property Legal Services**

Dear [Client Contact Name],

This letter sets forth the terms upon which [Law Firm Name] ("the Firm") will provide legal services to [Client Name] ("the Client") regarding intellectual property matters, including but not limited to trademark prosecution, patent filings, and IP portfolio management.

### **1. Scope of Services**

The Firm will provide counsel and legal representation related to [Describe Specific IP Projects]. Any additional services outside this scope will require a separate written agreement.

### **2. Evergreen Retainer Requirement**

As a condition of this engagement, the Client agrees to provide an initial "Evergreen Retainer" in the amount of \$[Amount]. This amount shall be deposited into the Firm's client trust account.

### **3. Maintenance of Retainer**

The Client is required to maintain the retainer balance at the minimum level of \$[Amount] at all times. The Firm will apply funds from the retainer to pay monthly invoices for fees and disbursements. When the balance falls below the minimum required amount, the Client agrees to replenish the account within [Number] days of receiving a replenishment notice.

### **4. Fees and Billing**

Legal services will be billed at the following hourly rates:

- Partners: \$[Rate]
- Associates: \$[Rate]
- Paralegals: \$[Rate]

Invoices will be issued monthly and will detail the work performed and expenses incurred.

### **5. Termination of Services**

Either party may terminate this representation at any time upon written notice. Upon termination, any remaining balance in the retainer account will be refunded to the Client after all outstanding fees and costs have been paid.

### **6. Governing Law**

This agreement shall be governed by the laws of the State of [State].

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

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**Agreed and Accepted:**

\_\_\_\_\_  
[Client Name/Authorized Signatory]

Date: \_\_\_\_\_