

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Re: Fixed Fee Legal Services Agreement

Dear [Client Name],

This letter outlines the flat fee arrangement for the legal services to be provided by [Firm Name] regarding [Description of Matter/Project].

1. Scope of Services

The flat fee covers the following specific services:

- [Service 1]
- [Service 2]
- [Service 3]

Any services requested outside of this scope will be billed separately at an hourly rate or under a new agreement.

2. Total Flat Fee

The total fixed fee for the services described above is \$[Insert Total Amount]. This fee is earned upon receipt and covers professional labor only. Out-of-pocket costs (such as filing fees, postage, or travel) are not included and will be billed separately.

3. Payment Schedule

The total fee shall be paid according to the following schedule:

- **Initial Deposit:** \$[Amount] due upon execution of this agreement.
- **Milestone 1 ([Description]):** \$[Amount] due on [Date or Event].
- **Milestone 2 ([Description]):** \$[Amount] due on [Date or Event].
- **Final Payment:** \$[Amount] due upon completion of [Final Task/Deliverable].

4. Late Payments

Payments not received within [Number] days of the due date may result in a suspension of services or a late fee of [Percentage]% per month.

5. Termination

If the attorney-client relationship is terminated before completion, the firm shall be entitled to a portion of the fee based on the percentage of work completed or the reasonable value of services rendered to date.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]

[Firm Name]

Accepted and Agreed:

[Client Signature]

Date: _____