

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Address Line 1]
[Client City, State, Zip Code]

RE: Engagement for Design Patent Prosecution Services - [Project Name/Reference Number]

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been engaged by [Client Name] ("the Client") to provide legal services regarding the preparation, filing, and prosecution of a design patent application for [Description of Ornamental Design].

1. Scope of Services

The Firm will perform the following services:

- Reviewing design drawings and specifications provided by the Client.
- Preparing and filing a formal design patent application with the USPTO.
- Responding to administrative formalities and Office Actions issued by the USPTO.
- Reporting on the status of the application throughout the prosecution process.

This engagement does not include patent litigation, licensing, or foreign filing services unless agreed upon in writing.

2. Fees and Costs

The Client agrees to pay a flat fee of \$[Amount] for the initial preparation and filing. Additional hourly rates of \$[Rate]/hour will apply for responding to substantive Office Actions. The Client is responsible for all USPTO government filing fees, which are currently estimated at \$[Amount].

3. Client Responsibilities

The Client agrees to provide all necessary technical information, high-quality drawings (if applicable), and timely instructions to meet USPTO deadlines. Failure to respond to requests may result in the abandonment of the patent application.

4. Confidentiality and Conflicts

The Firm will maintain the confidentiality of all non-public information provided. The Firm has conducted a conflict-of-interest check and has determined that no conflict prevents this representation.

5. Termination

Either party may terminate this engagement upon written notice. Upon termination, the Client remains responsible for all fees and expenses incurred up to the date of termination.

Please sign and return a copy of this letter to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

[Client Name/Authorized Signatory]

Date: _____