

[Law Firm Name]
[Address]
[City, Country]
[Date]

[Client Name]
[Client Address]
[City, Country]

Re: Engagement for International Intellectual Property Prosecution

Dear [Client Contact Name],

This letter confirms the terms upon which [Law Firm Name] ("the Firm") will represent [Client Name] ("the Client") in connection with international intellectual property prosecution matters.

1. Scope of Services

The Firm will provide legal services related to the filing, prosecution, and registration of [Patents / Trademarks / Designs] in [Specific Countries or Regions, e.g., EPO, PCT, WIPO]. This includes drafting applications, responding to office actions, and coordinating with foreign associate counsel where necessary.

2. Fees and Billing

Services will be billed based on [Hourly Rates / Fixed Fee Schedule]. The Client shall also be responsible for out-of-pocket expenses, including official government filing fees and the fees of foreign agents. Invoices will be issued [Monthly / Quarterly] and are payable within [30] days.

3. Use of Foreign Associates

For filings outside of [Firm's Home Country], the Firm will engage local foreign counsel. While the Firm will coordinate these services, the Client acknowledges that foreign counsel are independent contractors and not employees of the Firm.

4. Client Responsibilities

The Client agrees to provide timely instructions and all necessary technical information or documentation required to meet statutory deadlines. The Firm is not responsible for the loss of rights due to the Client's delay in providing instructions or funds for official fees.

5. Conflicts of Interest

The Firm has performed a conflict check and, at this time, no conflicts exist that prevent this representation. The Client agrees to notify the Firm of any changes in corporate structure that may impact future conflicts.

6. Termination

Either party may terminate this engagement upon written notice. Upon termination, all unpaid fees and costs incurred up to the date of termination shall become immediately due.

Please acknowledge your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

[Attorney Name]

[Law Firm Name]

Agreed and Accepted:

By: _____
Name: [Name of Authorized Signatory]
Title: [Title]
Date: _____