

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**Re: Engagement for Intellectual Property Prosecution Services**

Dear [Client Contact Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained by [Client Name] ("the Client") to provide legal services regarding the following intellectual property matter: [Description of Matter, e.g., U.S. Patent Application for Title].

**1. Scope of Services**

The scope of this engagement is limited to the preparation and filing of [Specific Document, e.g., one non-provisional utility patent application]. Any additional services, such as responding to Office Actions, appeals, or maintenance filings, will require a separate agreement or additional fees.

**2. Flat Fee Arrangement**

The Firm will perform the services described above for a flat fee of \$[Amount]. This fee is earned upon [Specific Milestone, e.g., completion of the draft or filing with the USPTO]. This fee covers legal labor only and does not include external costs.

**3. Costs and Expenses**

The Client is responsible for all out-of-pocket expenses, including but not limited to government filing fees, drawing fees, and search fees. These costs will be billed at actual cost and are in addition to the flat fee.

**4. Client Responsibilities**

The Client agrees to provide all necessary technical information, data, and disclosures in a timely manner. The Firm is not responsible for the loss of rights due to the Client's delay in providing information or responding to requests.

**5. Termination**

Either party may terminate this representation at any time upon written notice. If the engagement is terminated before completion, the Client agrees to pay a pro-rated portion of the flat fee based on the work performed to date.

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

Sincerely,

[Attorney Name]

[Law Firm Name]

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**Accepted and Agreed:**

Signature: \_\_\_\_\_

Name: [Printed Name of Authorized Signatory]

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