

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

[Date]

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

Re: Engagement for Patent Prosecution Services

Dear [Client Name],

This letter confirms the terms upon which [Law Firm Name] ("the Firm") will provide legal services to [Client Name] ("the Client") regarding the preparation, filing, and prosecution of patent applications.

1. Scope of Services

The Firm will assist the Client with [Specific Project Description, e.g., US Provisional Patent Application for "Project Title"]. Services include conducting searches, drafting specifications, filing applications, and communicating with the Patent and Trademark Office.

2. Fees and Hourly Rates

The Client agrees to pay the Firm for legal services based on the time expended by our professionals at the following hourly rates:

- Partners: \$[Amount] per hour
- Associates: \$[Amount] per hour
- Patent Agents: \$[Amount] per hour
- Paralegals: \$[Amount] per hour

Rates are subject to periodic adjustment with notice to the Client.

3. Costs and Expenses

In addition to legal fees, the Client is responsible for out-of-pocket expenses, including but not limited to USPTO filing fees, prior art search fees, translation costs, and drawing fees. Large disbursements may be forwarded directly to the Client for payment.

4. Retainer

The Firm requires an initial retainer of \$[Amount] before work commences. This amount will be held in a trust account and applied toward final billings or held until the conclusion of the matter.

5. Billing and Payment

The Firm will issue monthly invoices detailing the work performed and expenses incurred. Payments are due within [Number] days of the invoice date.

6. Termination

Either party may terminate this engagement at any time upon written notice. 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:

Signature: _____

Name: [Printed Name]

Date: _____