

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

[Date]

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

Re: Limited Scope Engagement for Intellectual Property Prosecution

Dear [Client Name],

This letter sets forth the terms and conditions under which [Law Firm Name] ("the Firm") will represent [Client Name] ("the Client") in connection with specific intellectual property matters.

1. Scope of Representation

The Firm's representation is strictly limited to the following services:

[Detailed description of specific patent/trademark application, e.g., Preparation and filing of one U.S. Utility Patent Application regarding [Project Name]].

This engagement does not include:

- Maintenance or renewal filings after issuance.
- Litigation or enforcement of IP rights.
- Foreign filing coordination unless specifically requested in writing.
- Monitoring of third-party IP activities.

Our representation will conclude upon the completion of the specific tasks listed above.

2. Fees and Expenses

The Client agrees to pay the Firm as follows:

[Choose one: Flat Fee of \$_____ / Hourly Rate of \$_____ per hour].

The Client is responsible for all government filing fees and third-party costs (e.g., formal drawing fees), which are in addition to the legal fees.

3. Client Responsibilities

The Client agrees to provide all necessary technical information, disclosure of prior art, and timely responses to inquiries. Failure to provide information in a timely manner may result in the loss of IP rights due to statutory deadlines.

4. Conflicts of Interest

The Firm has performed a conflict check and has determined that no conflict exists that prevents this representation. [Optional: Disclosure of any specific waivers].

5. Termination

Either party may terminate this representation at any time by written notice, subject to ethical obligations and payment of fees earned up to the date of termination.

Please indicate your acceptance of these terms by signing below and returning a copy to us along with the required retainer of \$[Amount].

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

Signature: _____

Name: [Client Name]

Date: _____