

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Formation of [Name of Professional Corporation]

Dear [Client Name],

This letter confirms the terms upon which [Law Firm/Entity Name] ("the Firm") will represent [Client Name] ("the Client") in connection with the formation of a Professional Corporation (PC) in the state of [State Name].

1. Scope of Services

The Firm will provide the following legal services:

- Verification of name availability with the Secretary of State.
- Preparation and filing of the Articles of Incorporation.
- Drafting of Corporate Bylaws tailored for professional practice.
- Preparation of initial organizational minutes and resolutions.
- Obtaining a Federal Employer Identification Number (EIN).
- Advice regarding compliance with the relevant State Professional Board regulations.

2. Fees and Costs

The fee for these services is a fixed flat fee of \$[Amount]. In addition to this fee, the Client shall be responsible for all out-of-pocket costs, including state filing fees, corporate kit costs, and courier fees. An initial retainer of \$[Amount] is required before work commences.

3. Client Responsibilities

The Client agrees to provide all necessary information promptly and to ensure that all participating professionals are duly licensed to practice in [State Name].

4. Conflict of Interest

The Firm represents the Client only. If the Corporation is being formed by multiple shareholders, each shareholder is advised to seek independent legal counsel regarding their individual interests in the shareholder agreement.

5. Termination

Either party may terminate this engagement at any time upon written notice, subject to payment of fees for services rendered up to the date of termination.

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

Sincerely,

[Attorney Name]
[Law Firm Name]

Approved and Accepted:

Signature: _____

Print Name: [Client Name]

Date: _____