

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

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

Re: Engagement for Patent Filing Services - [Project Name/Invention Title]

Dear [Client Contact Name],

This letter confirms the terms under which [Law Firm Name] will represent [Client Name] regarding the filing and prosecution of a patent application for [Brief Description of Invention].

1. Scope of Services

Our services will include:

- Reviewing disclosure materials provided by you.
- Conducting a patentability search (if requested).
- Drafting and filing a [Provisional/Non-Provisional] patent application with the USPTO.
- Reporting communications from the Patent Office.

2. Fees and Costs

The legal fee for drafting the application is estimated at \$[Amount]. In addition to legal fees, you are responsible for out-of-pocket expenses, including government filing fees, drawing fees, and search fees. A retainer of \$[Amount] is required before work commences.

3. Client Responsibilities

You agree to provide full and accurate technical disclosures and to notify us of any public disclosures or sales of the invention. Timely responses to our inquiries are necessary to meet statutory deadlines.

4. Confidentiality

We will maintain the confidentiality of all information shared with us in accordance with professional ethical standards.

5. Termination

Either party may terminate this representation at any time by written notice, subject to payment of fees for services rendered to that date.

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: [Authorized Signatory Name]

Title: [Title]

Date: _____