[Date]

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

Re: Engagement for Intellectual Property Legal Services

Dear [Client Name],

This letter sets forth the terms and conditions upon which [Law Firm Name] ("the Firm") will provide legal services to [Client Name] ("the Client") regarding [Describe Specific IP Matter, e.g., Patent Prosecution, Trademark Registration, or IP Litigation].

1. Scope of Services
The Firm will provide legal counsel and representation related to the following: [Detailed Description of Tasks]. Any work outside this scope will require a separate written agreement.

2. Professional Fees
Services will be billed on an hourly basis. Our current hourly rates for personnel assigned to this matter are as follows:

- Partners: $[Amount] per hour
- Associates: $[Amount] per hour
- Paralegals/Technical Specialists: $[Amount] per hour

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

3. Costs and Expenses
In addition to hourly fees, the Client is responsible for out-of-pocket expenses, including but not limited to USPTO/Copyright Office filing fees, search firm fees, long-distance travel, and courier charges. Substantial third-party invoices 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 as security until the conclusion of the matter.

5. Billing Arrangements
Invoices will be sent monthly and are due within [Number] days of receipt. Late payments may result in the suspension of services or withdrawal from representation.

6. Termination
The Client may terminate this representation at any time. The Firm may withdraw from

representation as permitted or required by the rules of professional conduct, or if invoices remain unpaid.

7. Conflict of Interest
The Firm has performed a conflict-of-interest check and has determined that no current conflict prevents this representation. The Client agrees to notify the Firm immediately of any changes in corporate structure or adverse parties.

Please indicate your acceptance of these terms by signing below and returning a copy of this letter along with the required retainer.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

Signature: _____

Printed Name: [Name of Authorized Signatory]

Date: _____