

**Example:**

**Law Firm Letterhead**

**\*\*ATTORNEY-CLIENT AGREEMENT\*\***

*This Attorney-Client Agreement ("Agreement") is entered into between:*

*[Your Name and Law Firm] (referred to as "Attorney"), located at [Your Address], and*

*[Client's Name] (referred to as "Client"), located at Client's Address].*

*1. Scope of Representation*

*The Attorney agrees to provide legal services to the Client related to:*

*Briefly describe the scope of legal services, including case or matter details].*

*2. Legal Fees*

*The Client shall pay the Attorney for legal services as follows:*

*- [Specify billing method, e.g., hourly rate, flat fee, contingency fee]: \$[Amount or rate] per [hour/day/service/etc.].*

*- [Include details about any retainer or advanced payment, if applicable]: \$[Amount] due on or before [Date].*

*3. Expenses*

*The Client shall be responsible for reimbursing the Attorney for reasonable expenses incurred in the course of representation, including but not limited to court filing fees, expert witness fees, and travel expenses.*

#### *4. Payment Terms*

*Legal fees and expenses shall be billed as follows:*

- Invoices will be provided [monthly/quarterly/etc.].*
- Payment is due within [number] days of the date of the invoice.*
- Accepted payment methods: [List acceptable payment methods, e.g., check, credit card, wire transfer].*

#### *5. Client Responsibilities*

*The Client agrees to cooperate with the Attorney by providing all necessary information and documentation, attending required meetings or hearings, and following legal advice.*

#### *6. Confidentiality*

*The Attorney is bound by professional rules of confidentiality. However, there are exceptions when the Attorney may be required to disclose information.*

#### *7. Termination of Agreement*

*Either party may terminate this Agreement upon written notice under the terms specified in Section [Insert Section Number].*

#### *8. Dispute Resolution*

*In the event of a dispute arising from this Agreement, both parties agree to mediate the matter before pursuing litigation.*

*9. Governing Law*

*This Agreement shall be governed by and construed in accordance with the laws of the state of **\*\*[Your State]\*\***.*

*10. Entire Agreement*

*This Agreement constitutes the entire understanding between the Attorney and the Client and supersedes any prior agreements or understandings.*

*By signing below, the parties acknowledge their acceptance of the terms of this Agreement.*

*Attorney:*

*[Your Name]*

*[Your Signature]*

*[Date]*

*Client:*

*[Client's Name]*

*[Client's Signature]*

*[Date]*