

# Engagement Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide patent application review services for your technology patent application. This letter outlines the scope of services to be provided, the terms of the engagement, and our mutual responsibilities.

## Scope of Services

Our services will include:

- Review of the technology patent application.
- Assessment of claims for patentability.
- Recommendations for revisions or enhancements.
- Preparation for responses to the patent office communications.

## Fees and Payment

Our fees for the services will be based on hourly rates or a fixed fee arrangement, as discussed. Invoices will be sent monthly and are due upon receipt.

## Responsibilities

You agree to provide all necessary information and documentation to assist us in our review of the patent application. We will ensure confidentiality of all sensitive information shared during this process.

If you agree to the terms outlined above, please sign and return a copy of this letter by [Insert Return Date]. We look forward to working with you to ensure the success of your patent application.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Accepted and agreed to by:

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[Client's Name]

Date: \_\_\_\_\_