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December 7, 201__

BY U.S. MAIL

Mary Jefferson
Unit 204
8750 Main Street

Evanston, IL 60203

Re: Legal Representation

Dear Mary,

Thank you for the confidence in our Firm by selecting the law firm _____ to represent you in connection the sale of your condominium unit commonly known as Unit 204, 8750 Main Street, Evanston, IL, including the review of your listing agreement, review and negotiation of the real estate sale agreement, preparation of all closing documents and attendance at the closing.

We feel close and thorough communication between the Firm and its Clients is a necessary element of good representation and, to that end, are taking this opportunity to set forth the terms upon which the Firm will be providing the legal services in this matter. We will endeavor to keep you informed as to the progress of the matters for which we have been retained and will seek your input as to how you wish to proceed. Open communication is essential and questions about all aspects of the representation, including billing items, are welcomed and will be quickly answered. We, therefore, respectfully request that you review this letter, carefully, and advise us if you have any comments or questions.

1. We will represent you in connection with the matter set forth above and will take all steps appropriate to meet your needs therein. Notwithstanding the foregoing, any expressions on our part concerning the outcome of this matter are based on our best professional judgment but are not, as you know, guaranties as to the final outcome.

2. As we discussed, I will have primary responsibility for this matter; other attorneys and legal assistants may, however, assist. It is our policy to assign a particular portion of a matter to the person who can perform that service most efficiently and at the least expense to you.

3. The law firm of _____ shall charge a fee of Six Hundred Fifty and 00/100 Dollars (\$650.00) plus our out of pocket costs for the foregoing transaction,

payable upon the closing of the transaction. Notwithstanding the foregoing, in the event that the closing is not completed or our services are terminated, the law firm of _____ shall charge a prorated portion of such fee representing the services performed to such date payable not later than thirty (30) days from receipt of the statement. We maintain accurate records of the time we devote to all matters, including time spent in meetings and telephone conferences with you and others; negotiations, investigations and analysis of facts; legal research, correspondence; travel and other matters appropriate and necessary.

4. We may incur and pay on behalf of our Clients a variety of out-of-pocket expenses. These items include, but are not limited to: delivery services and outside service providers; we do not, however, bill for incoming or outgoing facsimiles; photocopies; long distance calls or e-mails. When we incur costs on your behalf, you will be billed and agree to pay these costs at the closing.

5. You may terminate our representation at any time, with or without cause, by notifying us. If such termination occurs, we will return your papers promptly upon receipt of payment for all outstanding fees and costs. Once notice is given, we will not perform any additional services for you or incur additional out-of-pocket expenses on your behalf except for such services and expenses as are necessary to effectuate an orderly transition of the matter to the party you so direct. You agree to pay such fees and costs promptly.

6. Although our policy is to request a retainer, that requirement has been waived.

If you are in agreement with the terms of _____ representing you, as outlined above, please sign below and mail back to us the enclosed copy of this letter.

Thank you.

Very truly yours,

By: _____

AGREED TO AND ACCEPTED BY:

Mary Jefferson

Date: _____