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December 7, 201\_\_\_

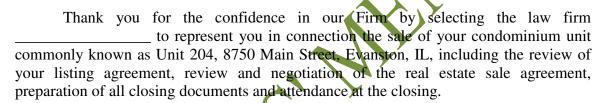
BY U.S. MAIL

Mary Jefferson Unit 204 8750 Main Street

Evanston, IL 60203

Re: Legal Representation

Dear Mary,



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,

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that the closing is not completed or our shall charge a preservices performed to such date payable not statement. We maintain accurate records of time spent in meetings and telephone continues.	Notwithstanding the foregoing, in the event reservices are terminated, the law firm of corated portion of such fee representing the later than thirty (30) days from receipt of the interest that the time we devote to all matters, including afterences with you and others; negotiations, research, correspondence; travel and other
expenses. These items include, but are no service providers; we do not, however,	chalf of our Clients a variety of out-of-pocket of limited to: delivery services and outside bill for incoming or outgoing facsimiles; When we incur costs on your behalf, you will closing.
by notifying us. If such termination occurs receipt of payment for all outstanding fees perform any additional services for you or your behalf except for such services and	esentation at any time, with or without cause, s, we will return your papers promptly upon and costs. Once notice is given, we will not rincur additional out-of-pocket expenses on expenses as are necessary to effectuate an you so direct. You agree to pay such fees and
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:	