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August 17, 201__

Benjamin Franklin Marketing Solutions, Inc. 1400 Orange Grove Road Schaumburg, IL 60173

Re: Legal Representation

Dear Ben,

Thank you for the confidence in our Firm by selecting the law firm of ______ to represent you in connection with the formation of a corporation, which will be wholly owned by you and the acquisition by this new corporation of the assets and assumption of liabilities of Marketing Solutions, Inc.

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 these matters. 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. We charge our Clients for legal matters at established billing rates for each attorney and legal assistant. For this matter, my hourly legal rate is \$350, and the hourly rate for legal assistants is \$110. 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. As we discussed, we anticipate our legal fees to range between \$5,000 and \$7,500, and our fees will not exceed \$7,500 based on the scope of the work outlined above and in our meeting on August 16, 201__. Any additional work will be bill at our regular hourly rates. We will not commence any additional work until we have discussed such work with you and obtained your consent to proceed with such work.

- 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, together with legal fees, on a regular basis, when billed, monthly.
- 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.

matter to the party you so direct. You agree	e to pay such fees and costs promptly.
6. As noted above, we will bi	ll you on a monthly basis for both fees and costs.
	ot of the bill, and, in any event, no later than thirty
	tement. Because of your relationship with
	uire the usual advance or retainer.
If you are in agreement with the to	
	se sign below and fax back to this writer, for our
files. Thank you.	
Thank you.	
*	
	Very truly yours,
	By:
A CREED TO AND A CCEPTED DV	
AGREED TO AND ACCEPTED BY:	

Benjamin Franklin

Date: _____