



# Smith & Dietrich Law Offices

## South Sound Community Lawyers

August 2, 2017

[Client]  
[Address 1]

**Flat fee agreement - Basic estate planning service package (Will, Healthcare Directive, Durable Power of Attorney, Confidential Estate Planning Questionnaire, Draft Document Review, 20 and 30 minute Consultations with your Attorney)**

Dear [Client]:

In return for Attorney (Smith & Dietrich Law Offices PLLC) performing the above services, Client agrees to pay Attorney a flat fee of \$500 in advance of Attorney taking his or her matter. This flat fee constitutes the complete payment Client will be obligated to pay as compensation for Attorney's services. Although please note that Client is also obligated to pay extraordinary costs, if any, associated with the representation as set forth below. The flat fee will become Attorney's property upon receipt and will be deposited into the law firm's operations account. This fee does not alter Client's right to terminate Attorney's representation. Client may be entitled to a refund of a portion of the flat fee if Attorney does not complete the agreed upon scope of representation by the end of the lawyer-client relationship.

The flat fee includes one set of hard copy final documents along with portable document format (.pdf) files delivered via secure email. Additional hard copies or media, extraordinary postage, messenger costs, etc., will require payment of an additional charge. Attorney may advance these costs and charge them by an itemized invoice within thirty days of the costs being accrued, or may request Client pay the anticipated costs in advance of the costs being incurred. Client is obligated to pay these costs in addition to the flat fee.

If you agree to these terms, please sign and return the signed agreement by email or regular mail to the addresses below. Payment can be made through our secure payments portal (instructions will be emailed to you) or by check mailed to the address below. Thank you for considering Smith & Dietrich Law Offices PLLC. After payment is received, we will contact you to schedule the initial 20-minute phone consultation with your attorney.

Sincerely,  
Smith & Dietrich Law Offices PLLC

I agree to these terms. Payment is  attached or  [please check one] will be made through the secure portal.  
\_\_\_\_\_ [Client sign] \_\_\_\_\_ [Date]

PHONE

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