

## DESIGN IP CLIENT INTAKE PROCEDURES

We are pleased that you are considering our firm for your intellectual property (“IP”) legal service needs. The following is an explanation of the steps involved in initiating representation of new clients by our firm.

- Please complete and return the attached confidential Prospective Client Information Form (“PCIF”) and payment in the amount of \$250.00 (payable to “Design IP”), which will cover the cost of your initial consultation.
- Upon receipt of the PCIF and initial consultation fee, we will conduct a conflict check to confirm that our representation of you would not conflict with any of our existing or former clients. If no conflicts exist, we will contact you to schedule the initial consultation and will deposit the initial consultation check. If a conflict exists and cannot be resolved, we will promptly notify you and return or shred the initial consultation check (in accordance with your preference). The conflict investigation typically takes 1-2 business days.
- At the initial consultation, we will discuss your IP needs, make recommendations for action items and, upon request, will provide a cost estimate for the initial project(s) that you would like us to perform.
- If, after the initial consultation, you wish to engage our firm, we will forward our *Representation and Fee Agreement* and will request an initial deposit which will be a minimum of \$1,500 and will reflect the estimated cost of the initial project(s) to be handled by our firm. No attorney-client relationship is established between you and Design IP, P.C. until our *Representation and Fee Agreement* has been fully executed and we have received the initial deposit.

We look forward to having the opportunity to work with you. Please contact us if you have any questions regarding our client intake process and/or the services provided by our firm.