



What's Here

This is our proposal.

Requested Action

If you'd like to hire us, then please fill out and sign the attached form and return the form and the retainer to us.

Next Steps

After we get the form back, we'll start working on your project. If we haven't heard from you in 14 days, then we'll assume that you have decided not to pursue this project. Let us know if you have any questions. Thanks.

Sincerely,

Erik J. Heels

Proposal

WHAT WE WILL DO

- We will **respond promptly** to deadlines and requests for information.
- We will **work with you to meet your deadlines**. The more prepared the client, the less time it takes to file patent and trademark applications. We can help you get prepared.
- We will **engage other attorneys** (or agents or firms) to assist from time to time.
- We will **refund any unearned money** if you decide to change your mind after hiring us.
- We will **close your file** when your project is complete, at which point our attorney/client relationship ends. You may end our relationship at any time. If either of us ends our relationship, then you agree to pay our fees and expenses (through the date of termination), and we will furnish you with copies of any work product produced for you (through the date of termination).

WHAT WE WON'T DO

- We won't charge for **initial consultations** unless you hire us.
- We won't **speak legalese**. We prefer plain English.
- We won't **markup expenses** or add "handling charges" to your bills.

WHAT YOU AGREE TO DO

- You agree to **respond promptly** to deadlines and requests for information.
- You agree to **disclose material information** to us (e.g. information material to patentability).
- You agree to **pay your bills** (plus interest at the rate of 1.5% per month until paid in full). You can pay by check, credit card, or PayPal.



ERIK J.HEELS
Clock Tower Law Group
Attorney



MICHAEL A. BARTLEY-
Clock Tower Law Group
Attorney



MARY M. KEELE
Clock Tower Law Group
Office Manager & Paralegal



**SEND COMPLETED FORM TO: Clock Tower Law Group LLC, 2 Clock Tower Place, Suite 255, Maynard, MA 01754
Phone: 978-823-0008, Fax: 978-246-0256, Email: info@clocktowerlaw.com, EIN: 20-3963627**

CONSENT AND AGREEMENT: I have read this proposal and understand and agree to its terms. You may charge my credit card.

CLIENT INFO: All fields are required. To protect your privacy, SSN and credit card information is not stored in electronic format.

Name	Title (e.g. President)	Signature	Date
Company Name = Client Name (We are hired by the company.)		EIN (SSN for sole proprietorship)	State of Organization
Street	City	State	ZIP
Phone (work)	Fax	Website	
Phone (home)	Cell	Email	

What is your industry? Computer Hardware Computer Software Mechanical/Industrial Products Services Other:

Does your company have annual sales over \$5 million? (Needed for insurance purposes. Will be kept confidential.) Yes No

LEGAL PROJECT INFO: Answer all questions, using "none" or "NA" as appropriate.

Dates: When did you first <u>sell</u> , <u>offer</u> to sell, <u>publish</u> , or publicly <u>use</u> your invention or trademark (or when do you intend to)?	Description: Briefly describe your <u>project</u> and the help you're looking for.	Conflicts: So that we may check for conflicts of interest, please list your major <u>competitors</u> and <u>law firms</u> .
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PAYMENT INFO: Most work costs more than the retainer. You may periodically need to replenish your retainer (trust) account. For a complete list of fees and our current hourly rate, see www.clocktowerlaw.com/fees.

SERVICE	RETAINER	RETAINER PAID BY <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> PayPal (paypal@clocktowerlaw.com)
<input type="checkbox"/> Patent Application Filing (and all services projected to cost > \$5K)	\$5,000	CREDIT CARDS. Please complete even if the retainer is not paid by credit card. If you want to use multiple cards, then simply submit multiple copies of this page. Name on Card
<input type="checkbox"/> All Other Trademark, Domain Name, and Patent Services (and all services projected to cost < \$5K)	100% of cost	Card Type (AMEX, MC, or Visa) Card Number
<input type="checkbox"/> Notes		Expiration Date Billing Street Address Billing ZIP

HOW DID YOU HEAR ABOUT US? Check all that apply.

<input type="checkbox"/> ABA	<input type="checkbox"/> Google	<input type="checkbox"/> Radio	<input type="checkbox"/> Other (details below):
<input type="checkbox"/> ClockTowerLaw.com	<input type="checkbox"/> LawLawLaw.com	<input type="checkbox"/> Television	<input type="checkbox"/> Referral from (details below):
<input type="checkbox"/> Direct Mail	<input type="checkbox"/> LinkedIn	<input type="checkbox"/> The New York Times	
<input type="checkbox"/> ErikJHeels.com	<input type="checkbox"/> Mass High Tech	<input type="checkbox"/> Twitter	
<input type="checkbox"/> Facebook	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Yellow Pages	