CONSULTATION AGREEMENT

THIS CONSULTATION AGREEMENT (**Agreement**) is entered into as of the date last executed below, by and between **Firm Name** (“**Firm**”), a **description of legal entity** having its principal address at **firm address** and **Prospective Client Name** (“**you**” or “**prospective client**”), whose address is **ADDRESS**.

In consideration of the terms of this Agreement, you and the Firm agree as follows:

1. **Purpose.** The purpose of this Agreement is to describe the terms of the **Consultation Duration [e.g. 60-minute]** consultation that the Firm will provide to you on **Consultation Date** at **Consultation Time** (the “**Consultation**”). The Consultation is an opportunity for the Firm to learn more about your legal issue and answer any questions that you have. The Firm will help you identify the legal options available to you and will discuss the costs and benefits of those options.
2. **Scope of the Consultation.** You acknowledge that the scope of the relationship between you and the Firm is limited to the Consultation. At the conclusion of the Consultation, you are under no obligation to retain the Firm and the Firm reserves the right to decline to offer further legal services to you. If you and the Firm mutually agree to enter into an attorney-client relationship, you will be asked to review and sign an agreement setting forth the terms of the representation and the fees associated with it. The Firm will not represent you and will not perform any work on your matter without a written engagement agreement.
3. **Consultation Fee.** The Consultation will be provided to you for the agreed fee of $**\_\_\_\_\_\_\_\_\_\_**. This fee is earned upon receipt and will not be held in trust. Payment of this fee must be provided in advance of the Consultation, and the consultation fee will be deposited into the Firm’s business operating account.
4. **Confidentiality.** The documents and information that you provide in the course of the Consultation is confidential and will not be disclosed unless you authorize the disclosure or disclosure is required under the Washington State Rules of Professional Conduct. This confidentiality applies whether or not you retain the Firm.
5. **Document Retention.** Our Firm policy is to retain a copy of this Agreement and any other documentation of your Consultation for a period of **at least 7** years.

|  |  |
| --- | --- |
| **FIRM**  By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Title  Date: | **PROSPECTIVE CLIENT**  By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prospective Client Name  Date: |