



THE
TRANSATLANTIC ESTATE
LAW FIRM
PLLC

1717 K St NW #900, Washington DC 20006, USA
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Agreement for Initial Consultation

This agreement is made between _____ (Prospective Client) and the Transatlantic Estate Law Firm PLLC.

This Agreement for Initial Consultation sets forth the terms and conditions of the initial consultation between you, the Prospective Client, and our Law Firm.

- **Purpose:** The purpose of the initial consultation is for us to
 - a. Learn about you and your legal needs based on the information you provide;
 - b. Answer your questions to the extent possible without the benefit of additional research;
 - c. Identify your options and discuss their costs, advantages and disadvantages;
 - d. Discuss our fees, expenses and terms of representation if an attorney-client relationship is to be established after the meeting; and
 - e. Determine the next steps in the process, as appropriate.

- **Scope of the Consultation Package:**

BEFORE OUR MEETING:

- We set up a secure client portal for you.
- You upload copies of the relevant documents to your client portal.
- We review your documents;
- Schedule a one-hour meeting via video conference.

DURING A ONE-HOUR MEETING WE:

- Analyze your situation,
- Identify your options,
- Recommend a course of action, and
- Answer your questions.

AFTER THE MEETING WE:

- Send you a summary of our recommendations by e-mail;
 - Reply to reasonable follow-up questions for two days after our appointment.
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- **Confidentiality:** All information and documents that you provide to us will remain strictly confidential whether or not we enter into a formal attorney-client relationship after the meeting.
 - **Limited Scope:** No attorney-client relationship is intended to be established by the initial consultation. This consultation is a limited-scope service provided by us to help you determine whether you may want to retain us to provide legal services. There is no obligation for you to retain us, nor do we have an obligation to provide legal services to you unless mutually agreed.

- **Engagement Agreement Required:** Following the initial consultation, if you agree to retain us, and if we agree to provide services to you, we will prepare a separate, more detailed Agreement to Provide Attorney Services to be signed by both parties.
- **Cost of the Initial Consultation Package:** This initial consultation costs \$1000, payable by wire transfer before our meeting.

By signing this document, I agree to these terms and understand that this meeting with the Transatlantic Estate Law Firm is limited in scope and will not establish an attorney-client relationship.

[Prospective Client]

Date

Address:

Phone number: _____

Email address: _____

Caroline Esche

Caroline I. Esche, PhD, JD
Attorney-at-Law, Rechtsanwältin
Licensed in Virginia, Maryland, the District of Columbia and Germany

Date