

September 17, 2026

Dear Madam or Sir,

RE: ENGAGEMENT LETTER

I am pleased you engaged this law firm to serve as your legal counsel. The representation is limited to the matter as described below. To the extent you wish to engage this firm to represent you regarding other matters, you will be required to sign a separate engagement agreement describing the scope of that representation prior to initiation of services. It is this firm's policy to confirm in writing the nature of the engagement and the terms of legal representation. If you do not understand all the terms or language in this engagement agreement, please contact me prior to signing this engagement agreement. This Engagement Agreement is made between The Law Office of Salim A. McDowell, hereinafter to as "McDowell Law" or "Law Firm" and _____ [name(s) of client(s)], hereinafter referred to as "You" or "Client(s)." Moreover, McDowell Law represents only you and represents no other individual or entity in this matter. Furthermore, there are no intended third-party beneficiaries to the relationship between McDowell Law and you.

Scope of Representation: McDowell Law is engaged to represent you _____ for the purpose of _____. You represent not to know any related legal matters that would require the Law Firm's legal services under this agreement. If such matters arise later, you agree this agreement does not apply to any related legal matter. Therefore, a separate engagement agreement for provision of services and payment for those services will be required if you wish to engage McDowell Law to perform legal services pertaining to such matters.

Limited Scope of Representation: The scope of McDowell Law representation does not include advice or services regarding accounting, tax, personal financial matters or business management, and related non-legal matters and advice. If you wish for the Law Firm to consult with other professionals retained by you regarding this matter, McDowell Law will communicate with you in writing to confirm the scope of such consultations prior to initiating same. The scope of representation does not include title searches, surveys, inspections, and other non-legal work relating to real estate. You may wish to engage a title insurance company, abstractor, surveyor, or other licensed professional providing these services.

Legal Fees and Billing Statements: A flat legal fee of \$__ is due immediately at the outset of the representation for all services within the scope of representation as set forth above. Expenses are not included in the flat legal fee. McDowell Law will submit a bill to you every thirty days for any expenses. Expenses will be separately stated on the bill and administrative fees will be charged as indicated below. The Law Firm's billing statements are due and payable upon receipt and are overdue if not paid by the due date set forth on the statements. You are responsible for payment of all legal fees, expenses, and disbursements, regardless of whether any money is recovered on your behalf through a settlement or judgment. Please see the "Expenses" provision of this agreement for further information. To the extent McDowell Law is successful in recovering a settlement or judgment on your behalf, all legal fees, costs and expenses not previously paid by you will be deducted from the gross amount recovered in the settlement or judgment. You are provided with a summary statement

listing these deductions at time of payment to you from a settlement or judgment.

Expenses: In the course of rendering legal services to you, it may be necessary for McDowell Law to incur expenses and administrative fees for items such as filing and recording fees, deposition transcripts, computerized legal research, notary service, overnight or special delivery service, postage, photocopying, facsimile transmissions, telephone calls, travel, lodging, meals, and overtime for law firm administrative and other staff services. The actual expenses and administrative fees incurred will vary depending on the services provided to you. Certain expenses and administrative fees may include an adjustment, above cost, to cover the Law Firm's expenses and administrative fees in providing the billed service. However, expenses paid entirely to third parties, such as travel and lodging expenses, will be billed to you as our out-of-pocket costs. The costs to clients for photocopying, mileage, and faxes are listed: Photocopying: ___/page; Mileage: ___/mile; Facsimile charges: ___/page Expense items and administrative fees incurred on your behalf will be itemized separately and listed on the Law Firm's billing statements as "disbursements." Third-party expenses may be forwarded directly to you for payment. As is customary, expense disbursements may not be current at the time of final billing. Remaining disbursements, if any, will be billed at a later date.

File Retention and Destruction: At the conclusion of your matter, this matter will be closed, and the Law Firm will retain a client file of your matter for a period of ___ years. We may store some or all client file materials in a digital format. In the process of digitizing such documents, any original paper documents provided by you will be returned to you. Any copies of paper documents provided by you will not be returned to you unless you request such copies in writing. After any or all paper documents are digitized, we may destroy all paper documents in the client file, subject to the exceptions noted above. At the expiration of the ___ year period, we may destroy all client file materials unless you notify us in writing that you wish to take possession of them. This clause applies to any client file materials being held or stored by a third-party vendor. McDowell Law reserves the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files, as delineated in the Expenses section of the Engagement Agreement.

Client Review of this Agreement: You have a right to have this engagement agreement reviewed by another law firm prior to signing it. Likewise, you have the right to review this engagement agreement outside the presence of McDowell Law and away from the Law Firm's office prior to signing it. You understand that McDowell Law is not retained until the signed original engagement agreement is returned to the Law Firm, including the corresponding retainer. If you have any questions or concerns about the terms of this engagement agreement, please contact us immediately. The Law Office of Salim A. McDowell values the opportunity to represent you in this matter. By signing this agreement, I confirm to have read this engagement agreement, understand its provisions, and agree to abide by it. ACKNOWLEDGED AND AGREED TO:

_____[Client Name]
_____[Client Signature]

Warm regards,

Salim A. McDowell, Esq.

