



U.S. Consultancy Group, LLC

U.S. Immigration Services

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[Note: This document is only a sample agreement. If you require an actual agreement, please contact us so that we can send you an agreement specific to your potential case.]

June 3, 2020

Confidential Information

RE: Case No. []: In re [Case Name]: U.S. Immigration Initial Consultation Letter and Fee Agreement.

Dear [Potential Client],

Thank you for contacting me for your U.S. immigration needs. U.S. Consultancy Group, LLC, provides a variety of services, including professional U.S. immigration legal services and U.S. tax return filings for expats living outside of the U.S.¹ I am providing you with this initial consultation contract for your review. If you have any questions, please contact me.

I. Scope of Agreement.

Pursuant to this “U.S. Immigration Initial Consultation Letter and Fee Agreement,” Attorney Van Ryan Ngo of U.S. Consultancy Group, LLC, is agreeing to meet with you for *up to 45 minutes* for a *U.S. Immigration Initial Consultation*.² More specifically, we are agreeing to do the following:

1. Prior to the U.S. Immigration Initial Consultation meeting, obtain a brief summary of your legal needs;
2. Gather the necessary background facts relevant to your U.S. immigration case;
3. Screen for U.S. immigration eligibility issues;
4. Screen for U.S. immigration admissibility issues;
5. Evaluate your U.S. immigration case based upon the facts shared with us;
6. Briefly summarize your U.S. immigration options, if any;
7. If applicable, summarize the work we can do for you to obtain the relevant immigration benefit(s); and,
8. If applicable, quote you a fee to legally represent you in your U.S. immigration case.

¹ To learn more about our services and company please visit <https://uscg.attorneyngo.com>.

² This meeting may be conducted in-person at our office; by video-conference; or, in some circumstances, by telephone. Before coming to our office, please make an appointment.

Said agreement will begin upon U.S. Consultancy Group, LLC's, timely receipt of this signed "U.S. Immigration Initial Consultation Letter and Fee Agreement," any required accompanying documents, and the down payment mentioned below. This agreement and our services will end upon the completion of the above-mentioned initial consultation meeting.

II. Confidentiality and Potential Client Duty to Be Candid.

The information you share with us will remain confidential, subject to some limited exceptions. Your information will remain confidential even if you decide to not hire us and even after our work for you is completed. However, we cannot assist you in conduct that is illegal or fraudulent, nor can we assist you in knowingly making a false statement of fact or law.³

III. Fee Agreement.

Our rate for the above-mentioned U.S. Immigration Initial Consultation is *Seventy Five U.S. dollars (\$75.00), plus VAT*.⁴ Said U.S. Immigration Initial Consultation can last up to 45 minutes.⁵

We require a down payment of *Seventy Five U.S. dollars (\$75.00), plus VAT*, prior to the beginning of said U.S. Immigration Initial Consultation meeting.⁶ Please note that, subject to some limited exceptions, our fees are non-refundable.

IV. Disclaimers and Closing Items.

This agreement only contemplates us providing you with a U.S. Immigration Initial Consultation. It does not contemplate us completing any government forms for you, drafting any documents to submit to U.S. immigration authorities, obtaining supporting documents for your

³ In order to enable us to effectively render services to you in this matter, you are agreeing to disclose fully and accurately all relevant facts and to keep us apprised of all developments relating to this matter if so applicable. Failure to cooperate with us, or misleading or lying to us, is grounds for the termination of this agreement and any subsequent agreements.

⁴ Please note that said fee is the property of U.S. Consultancy Group, LLC, immediately upon receipt and will not be placed into a trust account. However, this fee agreement does not alter the potential client's right to terminate the business relationship. In the event our relationship is terminated for any reason before the agreed-upon services have been completed, you may or may not have a right to a refund of all or part of the fee based upon the reasonable value of the representation/work performed as stipulated by law.

⁵ At the end of said 45-minute consultation, if agreed to by all parties, Attorney Ngo can schedule another meeting with you or meet with you for longer to provide you with formal legal advice specific to your case or conduct a U.S. immigration strategy session. Attorney Ngo's hourly rate for such work is \$325/hour, which is billed by the minute.

⁶ If you meet with us in-person for the U.S. Immigration Initial Consultation, you may pay us this fee at the beginning of said meeting. If the consultation is to be held remotely via video-conference, telephone, or other, said fee must be paid before the consultation can be scheduled.

immigration case, nor communicating with or representing you before any U.S. immigration agency. If you require such services, a separate agreement will be needed. In addition, as is the norm for U.S.-licensed immigration lawyers, ***Attorney Van R. Ngo will not be able to provide you with any formal legal advice during said initial consultation.***

As a U.S.-licensed lawyer, I cannot guarantee any result or potential outcome. In addition, please note that any available U.S. immigration option(s) and/or quoted fee(s) stated during our consultation/meeting are subject to change because of changes in the law, unforeseen circumstances, and more. As previously stated, our fees are, generally, non-refundable.

By signing or verbally agreeing to this contract, you are acknowledging that if you are late to our scheduled U.S. Immigration Initial Consultation, your consultation may need to be postponed or cancelled. In addition, ***by signing or verbally agreeing to this contract, you are being made aware of and agreeing to the stipulation that if you cancel or fail to timely appear to a scheduled consultation/meeting, U.S. Consultancy Group, LLC, reserves the right to charge you the entire consultation amount stated in this contract for our time and resources spent in preparing for, coordinating, and scheduling said consultation/meeting.***

After carefully reviewing this agreement, if you agree to it, please sign it, date it, and return it to us.⁷ As for payment of the above-mentioned down payment, please refer to any included invoice for more details. This offer, unless signed, dated, and returned to us with the above-mentioned down payment, expires fifteen (15) days from the date of this letter.

Thank you for choosing U.S. Consultancy Group, LLC, for your U.S. immigration needs. We look forward to working with you.

Van

Mr. Van Ryan Ngo, Esq.
Founder & General Director
U.S. Consultancy Group, LLC

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⁷ This agreement supersedes all prior written and oral statements or agreements, and no representation or statement not contained in this agreement shall be binding on the parties hereto unless subsequently confirmed in writing and signed by all parties. The terms of said agreement are subject to change, and if this agreement is also included in a foreign language, in case of any discrepancies, the English version is binding on all parties.

Signed and Agreed to by:

U.S. Consultancy Group, LLC: Van R. Ngo

Date (mm/dd/yyyy)

Potential Client: [Client's Name]

Date (mm/dd/yyyy)