



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 5, 2020

Confidential & Privileged From Counsel

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

Dear [Potential Client],

Thank you for contacting me for your U.S. immigration needs. U.S. Consultancy Group, LLC, provides professional U.S. immigration legal services to clients who seek to obtain U.S. visas and immigrate to the United States and become U.S. Citizens.¹ I am providing you with this contract for your review. If you have any questions, please do not hesitate to contact me.

I. Scope of Agreement.

Pursuant to this “U.S. Immigration Strategy Session Letter and Fee Agreement,” I am agreeing to meet with you for *up to one (1) hour and fifteen (15) minutes* to conduct a *U.S. Immigration Strategy Session* on the topic of [...].² More specifically, I am agreeing to do the following for you:

1. Prior to the U.S. Immigration Strategy Session:
 - a. Obtain a summary of your legal needs;
 - b. Conduct any needed document review and legal research;
 - c. Prepare for the meeting;
2. Obtain the necessary background facts from you 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. Explain your U.S. immigration option(s), if any;
7. Warn you of potential issues;

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.

8. Summarize the U.S. immigration process, if applicable;
9. Summarize the work we can do for you to obtain the relevant immigration benefits; and,
10. Answer general questions.

Said agreement will begin upon U.S. Consultancy Group, LLC's, timely receipt of this signed "U.S. Immigration Strategy Session 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 U.S. Immigration Strategy Session.

II. Confidentiality and 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 Strategy Session is **Three Hundred and Twenty Five U.S. dollars (\$325.00)**.⁴ Said U.S. Immigration Strategy Session can last up to one (1) hour and fifteen (15) minutes.⁵

We generally require a down payment of **Three Hundred and Twenty Five U.S. dollars (\$325.00)** before we can begin preparing for the U.S. Immigration Strategy Session. Please note that, subject to some limited exceptions, our fees are non-refundable.

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 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 The first 15 minutes of this time are not charged to the client as a professional courtesy for introductions and more. Please note that even if the full one (1) hour and fifteen (15) minutes of this meeting are not needed, the full amount stated in this contract will be billed to the client for time and resources spent in preparing for, coordinating, scheduling said meeting, and more. At the end of the allotted one (1) hour and fifteen (15) minutes, if agreed to by all parties, Attorney Ngo can schedule another meeting with you or meet with you for longer. Attorney Ngo's hourly rate for such work is \$325/hour, which is billed by the minute.

IV. Disclaimers and Closing Items.

This agreement only contemplates us preparing for and providing you with a U.S. Immigration Strategy Session. 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 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.

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), issues discussed, quoted fee(s), and/or more stated during our 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 Strategy Session, your meeting 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 session/meeting, U.S. Consultancy Group, LLC, reserves the right to charge you the entire amount stated in this contract for our time and resources spent in preparing for, coordinating, and scheduling said session/meeting and more.***

After carefully reviewing this agreement, if you agree to it, please sign it, date it, and return it to us.⁶ 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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⁶ 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)

Client: [Client's Name]

Date (mm/dd/yyyy)