

# Griswold Law Firm

4413 Spicewood Springs Road, Suite 304  
Austin, Texas 78759  
Phone: (512) 575-5816

## Flat Fee Attorney-Client Agreement – Trust (Individual)

---

### 1. Parties and Purpose

This Attorney-Client Flat-Fee Agreement ("Agreement") is entered into by and between **Timothy A. Griswold, Esq.** ("Attorney") and \_\_\_\_\_ ("Client") for legal representation related to estate planning services.

### 2. Scope of Representation

Attorney agrees to provide estate planning services limited to the drafting of the following documents:

- Revocable Living Trust Agreement (single-settlor trust)
- Pour-Over Will
- Statutory Durable Power of Attorney (financial)
- Medical Power of Attorney
- HIPAA Authorization
- Assignment of Personal Property
- Final Disposition Instructions (burial/cremation)

This representation does not include litigation, tax planning, or property transfers into the trust unless separately agreed in writing.

### 3. Flat Fee and Payment

Client agrees to pay a **flat fee of \$1,750**, which includes all consultations and document drafting.

- The flat fee is **due in full before drafting begins**.
- Deed preparation, notarization, or trust-funding work are not included.

The flat fee is **deemed earned upon receipt** and is not refundable except as required by law or if Attorney withdraws before beginning work. Accordingly, the flat fee will **not be placed in a trust or IOLTA account** and is **not contingent** on any outcome. Any unearned portion of the fee may be refunded in accordance with Rule 1.15 of the Texas Disciplinary Rules of Professional Conduct.

### 4. Trust Funding / Deeds / Notarization

If Client requests assistance with transferring real estate into the trust, Attorney will prepare and

record deeds for a flat rate of **\$500 per property**, limited to properties located in Texas or California. For properties in other states, Client must engage a local attorney or title professional. Notarization or witness-arranging services will be billed at **\$350 per hour**, if requested.

## **5. Client Responsibilities**

Client agrees to:

- Provide accurate and complete financial and ownership information;
- Return requested forms and documents promptly; and
- Communicate openly and respond to inquiries in a timely manner.

Delays in providing information may delay completion of the estate-planning documents.

## **6. Document Delivery and Copies**

Client will receive final documents for signing and will retain the originals. Attorney will maintain an electronic copy of the signed estate-planning package. Duplicate copies may be provided upon request and marked “copy.”

## **7. Confidentiality**

Attorney will maintain the confidentiality of all communications and documents in accordance with Texas law and the Texas Disciplinary Rules of Professional Conduct.

## **8. Termination**

Either party may terminate this agreement upon written notice. If the Client terminates the agreement after Attorney has begun work, Attorney may retain the full flat fee to the extent earned.

## **9. No Guarantee**

Attorney will use best efforts to draft documents that reflect Client’s goals and comply with Texas law, but makes no guarantee as to legal outcomes, tax consequences, or future enforceability.

## **10. No Tax Advice**

Attorney is not providing tax advice under this Agreement. Clients are encouraged to consult with a CPA or other qualified tax advisor if tax implications are a concern.

## **11. Entire Agreement / Governing Law / Venue**

This Agreement contains the entire understanding between the parties and supersedes all prior agreements. It shall be governed by the laws of Texas, and any disputes shall be resolved in the courts of **Travis County, Texas**.

## **12. Severability**

If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

### 13. Digital Signatures and Delivery Consent

Electronic signatures and emailed copies of this Agreement shall be deemed valid and enforceable as originals.

### 14. Effective Date

This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

### ACKNOWLEDGEMENT AND EXECUTION

**The parties acknowledge that they have read and understood all terms and conditions set forth in this Agreement and agree to be bound by them as of the date the Attorney first provided legal services under its scope.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Timothy A. Griswold, Esq.  
Address: 4413 Spicewood Springs Road, Suite 304  
Austin, TX 78759  
Telephone: (512) 575-5816

Dated: \_\_\_\_\_

\_\_\_\_\_  
Client Name:  
Address:  
  
Email:  
Telephone: