

**ZHANG & ASSOCIATES, P.C.**  
U.S. IMMIGRATION ATTORNEYS & COUNSELORS

**ATTORNEY-CLIENT AGREEMENT**

This ATTORNEY-CLIENT AGREEMENT ("Agreement") is entered into by and between  
\_\_\_\_\_ (Client) and ZHANG & ASSOCIATES, P.C. (Attorney).

1. **SCOPE AND DUTIES:** Client retains Attorney to provide legal services in connection with the filing of Consular Processing with the National Visa Center and a US Consulate abroad under the employment-based with an approved I-140 petition for \_\_\_\_\_ (Beneficiary) ONLY. Attorney will be responsible for preparing the interview document package and all legal forms. This Agreement does not obligate Attorney to provide services in connection with any appeal to any administrative board or any judicial courts or any interview to US Consulate abroad.
2. **GUARANTEE OF PROFESSIONAL COMPETENCE:** Attorney agrees to use due diligence in furthering Client's best interests under the laws. Attorney is liable to Client for Attorney's negligence or incompetence. However, Attorney makes no guarantee of the outcome of the case.
3. **LEGAL FEES:** Client agrees to pay for the legal services as follows: Upon the execution of the Agreement, Client shall pay non-refundable flat attorney fees of One Thousand and Eight Hundred Dollars (\$1,800.00) for one person, Two Thousand and Five Hundred Dollars (\$2,500.00) for two persons, or Three Thousand Dollars (\$3,000.00) for three persons to Attorney. These cover all legal fees and costs Attorney may incur in this representation for Client, except as is otherwise provided herein.
4. **COSTS AND EXPENSES:** Attorney is authorized to incur reasonable costs and expenses in express mails to expedite the preparation of Consular Processing, for which Client shall be responsible and payable to Attorney upon receipt of invoices from Attorney.

**5. EXTRA SERVICE FEE AFTER CASE IS FILED TO USCIS**

**(1)** After case is filed to USCIS, Attorney will answer Client's questions for up to 10 emails and phone calls. Attorney charges Client extra service fee to respond Client's questions beyond 10 emails or phone calls. The extra service fee must be paid in advance before Attorney is required to answer Client's questions. The extra service fee will amount to a minimum charge of One Hundred Dollars (\$100) for each consultation via email or phone, and a charge of Two Hundred and Fifty Dollars per hour (\$250/hour) for other services.

**(2)** If USCIS makes a request for additional evidence (RFE) and Client decides to continue to use Attorney's service to respond that request, Client must pay the RFE response fee \$1,000 in advance to cover the attorneys' fees and other costs before Attorney will be required to do any work to help respond the request for additional evidence to be issued by USCIS.

6. **MODIFICATIONS:** Any modification of the Agreement must be in writing and signed by Client and Attorney.

7. **PRIOR AGREEMENTS:** This Agreement incorporates all prior agreements and understandings between Client and Attorney.

8. **EFFECTIVE DATE:** This Agreement shall become effective when both Attorney and Client sign it and upon Attorney's receipt of the fees as listed in clause 3 above.

9. **GOVERNING LAW AND JURISDICTION:** This Agreement shall be governed and Construed under the laws of the State of Texas. Client consents to the jurisdiction of the State of Texas as the exclusive jurisdiction, and Harris County, Texas as the exclusive venue for any litigation regarding this Agreement.

10. **FILING FEES:** Client agrees to pay all government filing fees to Zhang & Associates, P.C. at the time of filing, including, but not limited to:

*Consular Processing: \$345.00 each person for employment-based application*

*Security surcharge: \$74.00 each person*

*Affidavit of Support: \$88.00 if needed*

We usually do not accept filing fee payments via credit card except in extreme situations.

NOTE: All USCIS fees are subject to change without notice.

Client acknowledges that Client has fully read and understood Agreement. By signing Agreement, Client hereby agrees to the terms and conditions set forth herein.

## Client Contact Information

Client Name: \_\_\_\_\_

Client Day Time Phone Number: \_\_\_\_\_

Client Home Phone Number: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

Client Alternative Email Address: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Credit Card Payment

For credit card payment form for attorney fee [click here](#).

<https://www.hooyou.com/services/paymentmethod/credit-card.html>

## Mail-in Payment

Please kindly make your check payable to Zhang & Associates, P.C., and mail it with a copy of the signed agreement to:

Zhang & Associates, P.C.  
9999 Bellaire Blvd, Suite 920,  
Houston, TX 77036