ELIZABETH JONES.
LAW GROUP, P.LLC

From the desk of Elizabeth Jones, Esq.
Office. 508.595.8115
100 Front Street, C211
Worcester MA 01608

Re: SALE

Dear Client:

Congratulations and thank you for the opportunity to represent you in matters relating to the sale of your home as referenced above. I know that your case is extremely important to you, and I want to assure you that it is extremely important to me. I write to you today to communicate the scope of my representation and the basis or rate of my fees and expenses charged.

Scope of Representation

The scope of my representation will require some or all of the following services:

- Reviewing offers to purchase and any other related documentation, if requested;
- Drafting, reviewing, and/or negotiating the purchase and sale agreement;
- Calculating adjustments;
- Supervising the closing and supervising the sale;
- Consulting with you as to the terms and particulars of the transaction;
- Communicating with brokers, attorneys and/or the buyer;
- Drafting the deed and power of attorney;
- Obtaining a copy of the current deed from the appropriate Registry of Deeds or Land Court District.

Unless otherwise expressly agreed in writing, the scope of my engagement shall be limited to the foregoing and shall not include issues of valuation; tax, personal finance or business management advice on structural, mechanical, building code, septic, engineering or survey issues; or matters relating to zoning, wetlands or hazardous substances. My representation does not include the recovery or litigation of deposits and enforcement of post-closing warranties or issues related thereto.

Fees and Costs

In contemplation of the above-described services and in the absence of unusual circumstances, you have agreed to pay a flat fee of $2,100.00, plus closing costs in this matter which will be payable at

the time of closing. Costs of closing likely include the following:

1. Discharge/Title Clearing
2. Wire Fee
3. Discharge Tracking
4. Recording Fees
5. Stamp Tax
6. Commission

Although I have endeavored to identify all likely costs, you will be responsible for paying all costs that are incurred in the course of the representation, whether or not the costs are identified herein. However, in the event other costs are to be incurred as part of my representation, I will discuss those costs with you prior to proceeding.

I appreciate the opportunity to be of service to you in this transaction. Please do not hesitate to call me with any questions you may have about any aspect of my representation.

I would also appreciate your signature below acknowledging your receipt and understanding of the terms of this letter and our prospective representation.

Sincerely,

Elizabeth Jones, Esq.

Agreed to and acknowledged: