Consultation Term Sheet

Thank you for your interest in Dunlap Law. This document explains the scope, terms, and conditions of our initial legal consultation. Please review and sign before we proceed.

Representation of Authority (for businesses or nonprofit organizations)

If you are scheduling this consultation on behalf of a business or nonprofit organization, you represent and warrant that you are duly authorized to act on its behalf, to pay the consultation fee, and to enter into this agreement.

Unless otherwise stated in writing, the organization you represent will be treated as the prospective client for purposes of confidentiality and any legal guidance provided.

Use of Technology, Transcription, and AI Tools

To assist in delivering a productive consultation, we may use secure, closed artificial intelligence (AI) tools that comply with the Virginia Rules of Professional Conduct. The consultation call may be transcribed using secure transcription software to assist in creating a written summary, which we will share with you. We do not retain the transcript, and by signing this agreement, you:

- Consent to the transcription of the consultation call;
- Acknowledge that the transcript is not part of your file;
- Waive any right to receive or request the transcript;
- Agree that the written summary is the only record provided.

Confidentiality Assurance

Any information you share with us during the consultation or via our intake form will be held confidential under the Virginia Rules of Professional Conduct, regardless of whether you retain our firm.

Limited Scope and Nature of Consultation

The consultation is limited in scope and based solely on the information you provide at the time. We may offer preliminary legal insight, but because we cannot fully investigate or assess all facts during a consultation, any advice offered is not intended to be complete or final legal counsel. NO ATTORNEY-CLIENT RELATIONSHIP IS FORMED BEYOND THE CONSULTATION UNLESS AND UNTIL BOTH PARTIES SIGN A WRITTEN ENGAGEMENT AGREEMENT.

Referral and Fee Sharing Disclosure

If another attorney referred you to our firm and you hire us, then we may share with that attorney a total of 10% of the fees you pay us in the first twelve months of our work with you. This does not increase your fee and the referring attorney will not participate in your matter unless separately agreed. By booking your consultation, you acknowledge and consent to this arrangement.

DUNLAP LAW®