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In order for us to help you and save you some money, please take a moment to fill out and return the questionnaire. Please answer questions which apply to your issues. We will review your responses and contact you to set up an appointment.

PRELIMINARY INTAKE

Date: _____ Referred by _____
Name: _____
Street Address (not P.O. Box): _____
Home Phone: _____ Spouse or Partner's Name: _____
Cell Phone/Pager: _____ Spouse or Partner's Employer _____
Work Phone: _____ Spouse or Partner's Work Number: _____
Employer: _____
E-Mail Address (home) _____ E-mail Address(work) _____ -- _____

BUSINESS OR CORPORATE LAW

What is the name of the business you own or want to create? _____
What type of work does the business do or expect to do? _____
Are there any other people involved or to be involved with the business _____
Has the business already started? If so, when did it start. _____
If the business has started what form has it taken? (Eg. Sole proprietorship, partnership, Corporation, LLC, LLP?) _____

If the business has already started does it have a Tax ID number yet? _____
Are the people involved in the business U.S. Citizens or legal residents? _____
How many employees are expected to be working for the business in the next year? _____
What can we do to help you? _____

Do you have a contract, severance or non competition/non solicitation agreement that you would like us to review for you? _____

Are there any time limits or deadlines to get an agreement negotiated and signed? _____
If so, how much time do you have left to decide what to do? _____

OFFICE USE ONLY

Advised of Consult Fee: Yes___ No_____ Cost of Consultation_____:

Questionnaire Needed: Removal/Termination _____Non-Termination General Intake_____

EEO and Comp Damages forms_____; Consequential Damages_____:

Referred to Web Page_____Sent /Pickup Date_____:

Appointment Scheduled:

(Following Questionnaire Return)

Date:_____ Time:_____

Disposition_____ Any other Info:_____

Once you have completed the questionnaire, please fax to our office at (404) 636 8711