

# CONTRACT PROJECT INTAKE SHEET

TODAY'S DATE \_\_\_\_\_

## HIRING ATTORNEY

Hiring Attorney's Full Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Referred by \_\_\_\_\_

## CONFLICT CONTROL

Names of all Parties and Potential Parties:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

## PROJECT INFORMATION AND DEADLINES

Nature of Contract Project \_\_\_\_\_

Work Product Format/Delivery \_\_\_\_\_

Deadlines \_\_\_\_\_

## BILLING, TERMS OF PAYMENT, AND PLF COVERAGE

Hourly Rate \_\_\_\_\_ or Flat Project Rate \_\_\_\_\_

Billing/Payment Terms \_\_\_\_\_

Retainer \_\_\_\_\_ Retainer Received \_\_\_\_\_

PLF Coverage Required \_\_\_\_\_ PLF Coverage Obtained \_\_\_\_\_

Copy of File/Pertinent Documents Received \_\_\_\_\_ Letter of Understanding Needed \_\_\_\_\_

Other \_\_\_\_\_

File opened by \_\_\_\_\_ Conflicts checked by \_\_\_\_\_ Deadlines docketed by \_\_\_\_\_  
Letter of Understanding sent by \_\_\_\_\_ Date \_\_\_\_\_

## IMPORTANT NOTICES

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