

LAW OFFICE OF KG, PLLC INTAKE

- 1. **Date of Intake:** _____

- 2. **Client Name:** _____ **Caller Name (if different):** _____

- 3. **Address** _____

- 4. **Phone** (____) _____ - _____ (____) _____ - _____

- 5. **E-mail address** _____

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6. **Referred By:** _____

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- 7. **Date of Occurrence:** _____
 - _____ landlord/tenant
 - _____ wills/estates
 - _____ property damage
 - _____ criminal
 - _____ auto collision
 - _____ slip/trip and fall
 - _____ other personal injury
 - _____ family law

8. **Description of case:**

_____.

9. **Billing quoted (circle):** retainer \$_____ flat \$_____ hourly rate\$_____

10. **Conclusion:**
Scheduled meeting on _____ OR mailing contract _____ OR other: _____

Follow-up:
Date of Follow-up #1: _____ Result: _____
Date of Follow-up #2: _____ Result: _____