

THE HEARD LAW OFFICES, LLC

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PROSPECTIVE CLIENT INTAKE SHEET

Date: _____

1. Please provide the following contact information:

Name: _____

Telephone Numbers:

Address: _____

Home: _____

Work: _____

Cell: _____

Email: _____

Pager: _____

SSN.: _____

Fax: _____

DOB: _____

Employer: _____

2. How did you find out about us? (Please specify name of person, publication, or other referral source.)

Yellow Pages Friend: _____ EEOC

Website: _____ Other: _____

3. Are we the first attorneys you have consulted with respect to this matter? If no, then please state the name(s) of the attorney(s) with whom you consulted previously and the reasons you did not choose to engage them.

4. Please state briefly the reasons you are consulting us today. What would you like to see happen?

