

NEW CLIENT INFORMATION SHEET

TODAY'S DATE: _____			
Client's Full Name	_____	SS#	_____
DOB:	_____	Spouse Name:	_____
		Driver's License:	_____
Street Address	_____		
Mailing Address (if different)	_____		
City/State	_____	Zip	_____
Telephone (Home)	_____	Telephone (Cell)	_____
		Fax	_____
Email	_____		
Preferred Contact Method:	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Regular Mail
			<input type="checkbox"/> Fax
Client's Employer	_____	Spouse's Employer	_____
Emergency Contacts:			
Name	_____	Relationship	_____
		Telephone	_____
Name	_____	Relationship	_____
		Telephone	_____
How Did You Hear About Us?	_____		
Conference With Attorney Regarding:	_____		

Adverse Party/Conflict Name:	_____		

**We highly recommend that you do not use work email for confidential legal correspondence*

Initial Consultation Fee & Terms

The minimum fee is **\$50** for up to one half hour. If the initial consultation lasts more than a half hour, the fee will be an additional \$225(SMN) / \$275(EPF) per hour for the time over the initial half hour. **Payment by cash, check, debit or credit card (Visa or Mastercard) is due at the end of today's interview.** All unpaid invoices accrue interest at the rate of 9% per annum from the due date.

*Other than this initial consultation, we will accept no case, and do no work for you of any kind, without a separate written agreement signed by you and the lawyer which describes the work to be done and the fees and costs associated with the case. This worksheet is **not** such an agreement.*

I have read this agreement and agree to the terms and conditions as stated. There are no verbal agreements modifying or expanding the terms of this agreement.

[Client]

[Date]

Edward Fitch & Sean M. Neary
Attorneys at Law