**CONTRACT PROJECT INTAKE Sheet**

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|  Today’s Date **Hiring Attorney**Hiring Attorney’s Full Name Firm Name Street Address City/State Zip Email 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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