**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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