**CONTRACT PROJECT INTAKE Sheet**

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| Today’s Date  Person in Charge of Project at Law Firm  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**  Clarify whether you will be working as an employee or an independent contractor. Be sure to discuss this with the firm’s contact so you are correctly classified and paid. If you are an employee, you will be on the firm’s payroll as a regular employee, with regular withholdings and issued a W-2. If you are an independent contractor, you will invoice the firm for the agreed upon amount and the firm will issue a 1099 form.  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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