**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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