File Completed ☐

Business & Technology Law Clinic - Client tracking form

Client name _____ Preferences for communication _____

Email _____

Phone Number _____ How became aware of us _____

Address _____

Postal Code _____-_____

Question received by: ☐ website submission ☐ email ☐ telephone ☐ other _____

Date received _____ (attach website submission or email question to file)

Client Agreement: (you cannot begin work until this has been done)

☐ Client Agreement signed and attached

☐ Client Agreed online (website submission only – attach printed submission)

Business description _____

Matter _____

Stage of Client's Business _____

(concept only, prototype development and planning, early operational (> 1 year), operational, expansion)

Clinic Students _____

Date started _____ Date response provided _____

Date of follow-up _____ Student proofreader _____

Mentor _____ (all correspondence must be approved before sending)

Hours worked _____

NOTES: _____