NEW CLIENT INTAKE

Investigation Services | Client and Matter Information

CLIENT CONTACT INFORMATION

Full legal name / organization

Primary contact / title

Phone

Email

Mailing address

City

State / ZIP

☐ Preferred contact: Phone ☐ Email ☐ Text ☐ Safe to leave voicemail

REFERRAL AND REPRESENTATION

How did you hear about us?

Attorney / law firm (if applicable)

Attorney phone / email

☐ Client type: Individual ☐ Business ☐ Attorney / firm

MATTER OVERVIEW

Case / project name or reference

NEW CLIENT INTAKE

Investigation Services | Scope, Parties, Timing and Budget

REQUESTED INVESTIGATIVE SERVICES

- ☐ Background / public-records research
- ☐ Surveillance
- ☐ Civil / litigation support
- ☐ Digital / open-source research
- ☐ Locate person / witness
- ☐ Witness interviews
- ☐ Fraud / asset research
- ☐ Other (describe below)

Other services / specific deliverables

SUBJECTS, RELATED PARTIES AND CONFLICT CHECK

Relevant locations / jurisdictions

TIMING, PRIORITIES AND BUDGET

Deadline / hearing / event date

Urgency / preferred start date

Budget range / spending cap (if any)

Billing contact / PO or matter number

NEW CLIENT INTAKE

Investigation Services | Authorization and Administrative Review

INFORMATION AND DOCUMENTS

☐ Documents provided ☐ Documents to follow ☐ Secure transfer needed

CLIENT ACKNOWLEDGMENTS

I confirm the information supplied is accurate to the best of my knowledge.

I request only lawful investigative services and will not ask for unauthorized access, harassment, impersonation, or other unlawful conduct.

I understand an intake form does not establish an engagement or guarantee results.

Scope, fees, authorization, and any retainer are subject to a separate written agreement.

I understand information may need to be used or disclosed as required by law.

☐ I have read and acknowledge the statements above.

Client / authorized representative typed name

Date

Typed name is not a verified digital signature. Execute a separate engagement agreement.

FOR FIRM USE ONLY

Intake completed by

Intake date

☐ Conflict check pending ☐ Cleared ☐ Escalate