

As an initial step to familiarize us with your needs, please fill out the following survey.

Company Name: _____

Company Address: _____

Phone: _____

Respondent's name: _____

1) *What is your business? _____ How frequently do you have legal matters which require assistance of an attorney? _____*

Describe the type of matters which require the assistance of an attorney: _____

2) *With regard to handling of legal matters, do you have written guidelines? _____*
_____ (please attach)

3) *What are your reporting guidelines? _____*

4) *What is your preferred method of communication? Does it vary? Please describe: _____*

5) *What are your most important goals and how do you measure them? _____*

6) *Are there areas where you feel a legal update would be beneficial? _____*
If so, please describe: _____

7) *If our firm were to provide legal update communications via E-mail, would you be interested in receiving these? Please provide E-mail addresses and topics for recipients:*_____

8) *Additional comments:*_____

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