



## LEGAL INTAKE QUESTIONNAIRE BUSINESS MATTERS, CORPORATE STRUCTURING & GOVERNANCE

### Client Information:

Company Name: \_\_\_\_\_

Principals Full Name(s)

(anyone with a 20% interest or more in the Company):

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Address: \_\_\_\_\_

County/City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

### 1. How were you referred to Goyette, Ruano & Thompson?

\_\_\_\_\_

### 2. What legal assistance do you believe you need? In other words, what prompted you to contact our office?

\_\_\_\_\_

### 3. What company or companies are you contacting us on behalf of?

\_\_\_\_\_

**4. What is the corporate structure of the businesses you would like to discuss?**

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**5. Do you have all of the incorporation documents and other corporate records that you could provide us if necessary?**

Yes

No

**6. Do you have in-house counsel or other lawyers that you have worked with in the past on behalf of the company?**

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**7. Is this is an HR or employee related matter? (If Yes, please describe the nature of the issue.):**

No

Yes:

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**Please provide any additional information you think might be helpful.**

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**PLEASE READ THIS, IT IS IMPORTANT;**

By submitting this potential client intake form you are not establishing an attorney- client relationship with GRT. We are making no commitment to take your case and we are not taking any action on your behalf. In the event that we might be interested in taking your case we will communicate with you further and gather more information. No attorney-client relationship will exist if and until you and GRT execute a comprehensive attorney-client retainer/fee agreement.

**NOTE; GRT DOES NOT DO FREE OR NO COST CONSULTATIONS OR EVALUATIONS IN MOST CASES.**

I HAVE READ AND I FULLY UNDERSTAND THE NOTICE UPON THIS INTAKE FORM.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# ADDITIONAL INFORMATION

REDWOOD CITY  
**888 993 1600**

GOLD RIVER/SACRAMENTO  
**916 851 1900**

MODESTO  
**209 491 4800**

FRESNO  
**559 268 7768**

SAN FRANCISCO  
**888 993 1600**