

**LAW OFFICE OF MARK P. KRONES
CLIENT INFORMATION FORM**

Welcome to the law offices of Mark P. Krones. Please complete the following information to assist us in maintaining your important records and files in an accurate manner.

CLIENT NAME: _____

MATTER: _____

CLIENT REFERRED BY: _____ NEW CLIENT? YES NO

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____ DRIVER'S LICENSE #: _____

ADDRESS:

BUSINESS ADDRESS: _____

SEND TO THE ATTENTION OF: _____

RESIDENCE ADDRESS: _____

SPOUSE'S NAME: _____

SEND BILLS/CORRESPONDENCE TO: BUSINESS RESIDENCE OTHER: *(specify)* _____

PHONE NUMBERS: *(include Area Code)*

OFFICE #1: _____ OFFICE #2: _____ FAX: _____ CELLULAR: _____

RESIDENCE: _____ OTHER: _____

OTHER LAW FIRMS UTILIZED: _____

PLEASE TAKE NOTE OF SOME OF OUR BASIC POLICIES:

- OUR ATTORNEYS AND OTHER PROFESSIONAL STAFF MEMBERS CHARGE FOR THEIR TIME AND SERVICES. UNLESS OTHERWISE SPECIFIED, YOU WILL BE EXPECTED TO PAY FOR YOUR CONSULTATION TODAY AND FOR ALL OTHER SERVICES [INCLUDING COSTS] WE MAY DEVOTE TO YOUR MATTERS.
- WE WILL BILL YOU AT OUR EXISTING RATES FOR OUR SERVICES AND COSTS EXPENDED ON YOUR BEHALF.
- IF WE AGREE TO PERFORM FURTHER SERVICES ON YOUR BEHALF, YOU WILL BE EXPECTED TO SIGN A "RETAINER AGREEMENT." THE RETAINER AGREEMENT CONTAINS DETAILS RELATING TO THE SCOPE OF SERVICES WE HAVE AGREED TO PERFORM FOR YOU, THE EXISTING RATES OF OUR ATTORNEYS AND PROFESSIONAL STAFF MEMBERS, AND OTHER SIMILAR BASIC TERMS.
- OUR REPRESENTATION OF AN ENTITY (SUCH AS A CORPORATION OR PARTNERSHIP) OR OF AN INDIVIDUAL OR INDIVIDUALS (SUCH AS A HUSBAND AND WIFE) MAY PLACE US IN A CONFLICT-OF-INTEREST POSITION. DEPENDING ON THE CIRCUMSTANCES, WE MAY REQUIRE THAT SOME OR ALL THE PERSONS INVOLVED SIGN A LETTER WAIVING ANY CONFLICT OF INTEREST.
- OUR POLICY IS TO REQUIRE THE DEPOSIT OF A RETAINER BEFORE THE COMMENCEMENT OF ANY SERVICES.

Please sign below to indicate your understanding of these matters. We look forward to working with you.

Dated: _____, 199__

[SIGNATURE]

[SIGNATURE]

[PRINT NAME]

[PRINT NAME]