



Illinois, New Jersey, New York

info@elcesq.com

www.elcesq.com

www.linkedin.com/company/elcesq

www.instagram.com/elcesqlc

www.twitter.com/elcesqlc

www.facebook.com/elcesqlc

Name:

Date:

Title:

Company:

Email:

Dear _____,

RE: Client Intake Form for Scheduling a Consultation and/or Legal Representation

Thank you for contacting **Elizabeth L. Carter, Esq., LLC** for your capital raising legal needs. This document is a client intake form. It is provided to you in order to gather the appropriate information before scheduling an initial consultation or entering into an attorney-client agreement.

The client intake form does not create an attorney-client relationship nor does it amount to a legal opinion, advice, or consultation. The sole purpose of the client intake form is to determine your particular legal needs and how the firm may be able to assist.

Once we have concluded our review of this form, we will be able to determine whether we can officially represent you or otherwise provide you with advice and consultation. You will be informed immediately if more information is needed to make this determination. If it is determined that we will be able to move forward with representation, you will receive a separate attorney-client agreement or consultation agreement with the appropriate fee structure.

You are interested in the firm representing you in the following legal services (place an X on all those that apply):

___ **Rewards-Based Crowdfunding Campaign**

Type of Reward _____ - How much? _____

___ **Regulation Crowdfunding Campaign**

Debt____, Equity____, Both ____ - How much? _____

___ **Regulation A+ Tier 1**

Debt____, Equity____, Both ____ - How much? _____

___ **Regulation A+ Tier 2**

Debt____, Equity____, Both ____ - How much? _____

___ **Regulation D: 506(b), 506(c), 504**

Debt____, Equity____, Both ____ - How much? _____

___ **Private Offering**

Debt____, Equity____, Both ____ - How much? _____

___ **Private or Community Investment Fund**

Debt____, Equity____, Both ____ - How much? _____

___ **Intrastate Offer**

Debt____, Equity____, Both ____ - How much? _____

___ **Merger, Acquisition, or Conversion**

___ **Other, or Not Sure**

In order to better assist with your request, please provide the firm with the foregoing information. Place an “X” to indicate items that you have in your possession and send the same to the firm along with this form. Provide “N.A.” for items that you do not have in your possession. Also, use the space below to add additional items that you would like the firm to assist you with or that you think is important to share with the firm. In the space provided, please provide in more detail of what you would like the Firm to assist you with.

___ Certificate of Incorporation/Formation/Partnership

___ By-Laws/Operating Agreement/Partnership Agreement

___ Term Sheet

____ Subscription Agreement
____ Business Plan
____ Current & Pending Capital Stack
____ Current Timeline of Funding Phases
____ Contact Information Mailing Address: _____

Phone Number: _____

Additional Items:

By signing below, you hereby acknowledge and agree that the purpose of this client intake form is to gather information only and not to provide advice or consultation, or to create an attorney-client relationship.

Name:
Title:

Date

Yours truly,

Elizabeth L. Carter, Esq.
Managing Attorney

Please return completed form to info@elcesq.com