

Client contact sheet

Date of your visit: _____

Your contact details

Name	
Address	
Telephone	
Email	

Your contact with RLAS

Have you been to RLAS before	Yes	No
If you have, when?		
About the same matter?	Yes	No

Method of contact with RLAS

How you heard about RLAS (circle choice)	Citizens Advice	Internet search	LawWorks	Other	Referred	
	If other, how?					
If RLAS needs to contact you, how can do so? (circle choice)	By email	By telephone	By post			

What are you seeking advice on?

Landlord and tenant		Property ownership	
Family, divorce, relationship		Wills and probate	
Employment		Council (planning, parking, etc)	
Consumer		Debt, personal finance, tax	
Neighbour		Education	
Litigation		Crime	
Services provided by a lawyer		Other	
If other, what is it?			

Please give details

(write on the other side of this form)

Please give details

Please provide as much relevant and factual information about your matter as you can

Advice given

For the lawyer to complete

Name of adviser		Date:	
Referral to:			