

CLIENT INTAKE FORM

Your Name _____ Business Name _____
Address _____ Business Address _____
Phone _____ Business Phone _____
Email _____ Business Email _____
Original Document viewed - copy attached* Current occupation/status _____
☐ Driver's License ☐ Passport ☐ Birth Certificate ☐ Other (specify): _____

Other party/ parties information:

Name _____ Business Address _____
Address _____ Business Phone _____
Phone _____
Email: _____

**Is there another person or business involved?
Please email their name and contact information
now.**

****I need assistance and/or representation with the following issues:**
(Please note: a referral may be required)

- | | |
|--|---|
| ☐ I need general legal assistance | ☐ Traffic Ticket |
| ☐ Breach of Contract dispute | ☐ My Human Rights were violated |
| ☐ Tenant or Landlord issue | ☐ I need to collect a debt |
| ☐ Municipal by-law issue | ☐ I need to defend myself in court |
| ☐ I'm being sued/ I want to sue | ☐ Arrested/Charged |
| ☐ I need to collect a debt | ☐ I need a Notary |
| ☐ I was injured at work | ☐ Other (please specify): _____ |

MEDIATION

I and the other party require a/an:

- ☐ Elder Care/ Estate agreement
☐ Workplace agreement
☐ Parental Coordination agreement
☐ Separation/ Divorce agreement
☐ Landlord/Tenant agreement
☐ Other (please specify): _____

A Full Consultation is required at a flat rate of \$200/hr (+HST) unless otherwise specified with Chantele ("CT") Ehler directly. Please provide original identification for verification. Clear photos of your driver's licence, birth certificate, PR card, or passport are acceptable. After the consultation, you become a client, and a Service Agreement is provided to guide you through the next steps. Our fees can be selected as:

☒ Unbundled (one-time flat fee) ☒ Block Fee (fixed price per service) ☒ Subscription-based

Alternatively, you may sign a Retainer Agreement and deposit \$1,000 to initiate your file.

I hereby acknowledge that I have read the above and understand that CT Ehler will not act on my behalf until this initial written fee agreement and Intake is signed, and the fee of \$200(+HST) is received and accepted.

Signature _____

Date _____