

Bradley Legal Research Group, LLC

BUSINESS INTAKE FORM (NON-LEGAL SERVICES ONLY)

IMPORTANT NOTICE: Bradley Legal Research Group, LLC is not a law firm and does not provide legal advice, legal representation, or attorney services. All services are limited to legal research, legal data analysis, document support, administrative support, and general information services.

1. BUSINESS INFORMATION

Business Name: _____

DBA (If Applicable): _____

Business Type:

☐ Sole Proprietorship

☐ Partnership

☐ LLC

☐ Corporation

☐ Nonprofit

☐ Other: _____

State of Formation: _____

Business Address: _____

Business Phone: _____

Business Email: _____

Business Website: _____

2. AUTHORIZED REPRESENTATIVE

The individual completing this form represents that they have authority to act on behalf of the business.

Full Name: _____

Title/Position: _____

☐ Owner

☐ Member

FINAL NOTICE
DO NOT RELY ON THIS SERVICE FOR LEGAL ADVICE. CONTACT A
LICENSED ATTORNEY IN YOUR STATE.

- ☐ Manager
- ☐ President
- ☐ CEO
- ☐ Authorized Agent
- ☐ Other: _____

Phone Number: _____

Email Address: _____

3. REQUESTED SERVICES

Please select all services requested:

Research Services

- ☐ Legal Research (Attorney Support Only)
- ☐ Regulatory Research
- ☐ Public Records Research
- ☐ Industry Research
- ☐ Litigation Research
- ☒ General Information Research

Document Support Services

- ☐ Document Review for Organization and Completeness
- ☐ Document Formatting
- ☐ Template Preparation
- ☐ Data Compilation
- ☐ Records Organization
- ☐ Administrative Support
- ☐ Other: _____

4. MATTER DESCRIPTION

Please briefly describe the project or issue for which assistance is requested:

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5. DOCUMENTS PROVIDED

Please list any documents being provided:

- ☐ Contracts
- ☐ Court Documents
- ☐ Business Records
- ☐ Correspondence
- ☐ Government Filings
- ☐ Policies/Procedures
- ☐ Other: _____

Additional Notes: _____

6. TIMELINE

Requested Completion Date: _____

Is expedited service requested?

- ☐ Yes
- ☐ No

If yes, desired completion date: _____

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8. COMMUNICATION PREFERENCE

Preferred Contact Method:

☐ Phone

☐ Email

☐ Text Message

Preferred Contact Times: _____

9. NON-LEGAL SERVICES ACKNOWLEDGMENT

By signing below, I acknowledge and understand that:

1. Bradley Legal Research Group, LLC is not a law firm.
2. No legal advice will be provided.
3. No attorney-client relationship is created.
4. Bradley Legal Research Group, LLC does not represent parties in court or legal proceedings.
5. Any legal decisions should be made in consultation with a licensed attorney.
6. Services are limited to legal research, information gathering, document support, administrative support, and related non-legal services.

Initials: _____

10. AUTHORIZATION

I certify that I am authorized to request services on behalf of the business identified above and that the information provided is accurate to the best of my knowledge.

Business Name: _____

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____