

# Ewan Legal Solutions

## Client Intake & Appointment Form

### ***Section 1: Client Information***

Full Name:

Date of Birth:

Phone Number:

Email Address:

Address:

City: Province: Postal Code:

### ***Section 2: Appointment Details***

Appointment Type (Check all that apply):

☐ Notary Public Services (Affidavits, Statutory Declarations, Certified Copies)

☐ Contract Drafting

☐ Contract Review

☐ Privacy Compliance Consultation

☐ Other: \_\_\_\_\_

Preferred Appointment Format:

☐ In-Office ☐ Online / Virtual Meeting

Preferred Date & Time:

### ***Section 3: Service Details***

Brief Description of Service Needed:

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Relevant Documents (if any):

☐ Attached / Will provide by email

☐ To be presented at appointment

#### ***Section 4: Billing & Payment***

Fee Agreement:

I acknowledge that I have reviewed the Ewan Legal Solutions Service Fee Schedule and agree to the applicable fees.

☐ I Agree

Preferred Payment Method:

☐ Credit/Debit Card ☐ Interac e-Transfer ☐ Bank Transfer ☐ Other: \_\_\_\_\_

#### ***Section 5: Consent & Acknowledgment***

I consent to Ewan Legal Solutions collecting, using, and storing my personal information for the purpose of providing legal services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_