Questionnaire for New Clients

V3.3

Name, Family Name		*Date of Birth*
Company (if relevant)		*Managing Director*
Street + No.	*Postal Code*	*City*
Phone	*Email*	

How did you find us?

- ◯ Internet search (Google, Bing etc.)
- ◯ Anwalt.de
- ◯ LinkedIn
- ◯ Recommendation
- ◯ Other:

Please briefly describe your request:

Your preferred appointment date:

Date	*Time*	*Alternative Date*	*Time*

- ◯ in person at our office
- ◯ Zoom
- ◯ MS Teams
- ◯ by telephone

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Procedure

- preparatory research by us,
- a personal consultation and
- a short, written statement, which we will send you promptly after the consultation.

The consultation can take place either in our office, by video conference or by telephone, in each case by appointment. The results provide you with a reliable basis for making a decision about what to do next. The quality and usability of the results depend crucially on the accuracy and completeness of the information you provide us with.

Costs

For an initial consultation, we charge 270,00€ **(EU residents: 321,30€ = 270,00€ +19%VAT)**. After requesting an initial consultation, you will receive a confirmation with an invoice that must be paid before the consultation by bank transfer or online with a credit card. Initial consultations are separate services. The costs for these cannot be set off against the fees payable for legal services based on a separate retainer agreement.

Legal Expenses Insurance

In certain cases, you may be able to claim the cost of the initial consultation from your legal insurance company. We recommend contacting your insurance company for more information. Please note that we do not bill your insurance company directly for an initial consultation, nor do we prepare separate statements for the insurance company.

How to request an initial consultation?

Please send us the following by post, fax or as a PDF via email:

- this completed and signed registration form
- 2 different proofs of identity (ID card, passport, driver's license, etc.) as a copy or scan

X

City Date Signature