

EMPLOYMENT RIGHTS ATTORNEYS

Confidential and Privileged Questionnaire for Employers

The purpose of this questionnaire is to provide us with basic information about your situation. Please make sure you complete this form before your consultation with the attorney. Please supply all relevant employment documents, personnel handbooks, or other material related to your employment problem.

The fee for your first consultation will be **\$100 per half hour or \$200 per hour** and is measured in incremental units of .1 hours for all the time spent in consultation. The fee is due and payable by cash, check or credit card at the time of your consultation. By consulting with our attorneys you are agreeing to pay our fees.

COMPANY DATA

Full Name _____ Date of Consultation _____

Name of Business _____ Sole Proprietor/Partnership/Corporation _____

Address of Business (Street) _____ Business Telephone Number _____

Address of Business (City, State, Zip) _____ Number of Employees in Business _____

If NOT a Corporation, please list owners _____

Name of Person/Firm/Agency who referred you to our office _____ E-mail Address _____

PROBLEM EMPLOYEE DATA

Are you consulting with our firm because of a problem employee? Yes No

Full Name of Employee _____ Employee's Job Title _____

EMPLOYMENT PRACTICES

Does your business have an Employee Handbook? Yes No

Do you have other written employment policies or rules? Yes No

Does your business follow the procedures in the rules/policies? Yes No Not Sure

Are there particular policies you want this law firm to review? Yes No

What are those specific policies? _____

When did you last review and revise your policies? _____

Please indicate the issues of concern to you:

Wage Issues Commission - Bonus Agreement Discrimination Claim

Separation Package Termination Performance or Conduct Issue W r o n g f u l

Employee Contract

Family Medical Leave Issue

Claim
Posters / Notices to
Workers

Other _____

UNION DATA

Are the employees covered by a union contract? Yes No Not Sure

If so, are you dealing with the union on the matter you; have brought for our review?

Yes No

Describe the Union's response, if any: _____

OTHER COMMENTS

Signature

Date