



CLIENT INFORMATION

Name:		
Date of birth:	SSN:	Driver's License:
Current address:		
City:	State:	ZIP Code:
Own Rent <i>(Please circle)</i>	Monthly payment or rent:	How long?
Home Phone:	Cell Phone:	E-mail:

EMPLOYMENT INFORMATION

Current employer:		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Hourly Salary <i>(Please circle)</i>	Annual income:

EMERGENCY CONTACT

Name of a relative not residing with you:		
Address:		Phone:
City:	State:	ZIP Code:
Relationship:		

SPOUSE INFORMATION

Name:		
Date of birth:	SSN:	Phone:

SPOUSE EMPLOYMENT INFORMATION

Current employer:		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Hourly Salary <i>(Please circle)</i>	Annual income:

BILLING PREFERENCES

Your monthly invoice will be emailed to the address provided above, unless you have made other arrangements with MCGB. You may send a reply email to authorize Mallor Clendening Grodner & Bohrer LLP to charge your credit card with the number we have on file.

SIGNATURES

I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.

Signature of applicant:	Date:
Signature of spouse <i>(only if for a joint consultation):</i>	Date:

CREDIT CARD AUTHORIZATION INFORMATION

Matter # _____

Name on Card _____

Credit/Debit Card # _____

Expiration Date _____

3 Digit Security Code _____

I hereby authorize MCGB to charge my credit/debit card if necessary

RETAINERS & HOW THEY WORK

- We will not begin working on your case until you have paid the agreed upon retainer, signed your fee agreement, and completed the client information sheet.
- A retainer is an initial payment you must make before we will start working on your case. Each month we will send you a statement that shows the work that has been completed the prior month. It will show the amount due for that work and that amount will be deducted from your retainer. This is shown on the trust statement portion of your bill.
- **A retainer is not a quote. When your retainer is exhausted, you will be responsible for paying another retainer or paying your bill in full each month.**
- If you have any money remaining in your retainer when your case is completed, then you can request a refund of the balance. We will return the unused portion of your retainer after all fees and expenses have been billed and paid.
- If you do not pay your bill within 30 days, it will be considered past due and an annual interest rate of 18% will be applied to your outstanding balance. If you do not pay within 60 days, then your account will be turned over to collections in our accounting department and you will be responsible for paying legal fees associated with collection.

I understand the above paragraphs and terms, including the credit card authorization:

Name (please print)

Date

Signature