



# Queen's Business Law Clinic

Faculty of Law, MacDonald Hall

## **CLIENT INFORMATION FORM**

The Queen's Business Law Clinic provides *pro bono* legal services to clients with limited budgets who could not otherwise afford legal services. While we provide a broad range of legal services, there are some matters with which we cannot assist clients.

We ask all of our prospective clients to complete this short information form. This form will be kept strictly confidential, and will only be seen by the Director of QBLC and the student caseworker. It will be used solely to confirm whether it is appropriate for QBLC to provide you with legal services. We reserve the right to request further financial disclosure (such as a recent balance sheet or income statement).

### **I. Contact Information**

- a. Name:**
- b. Telephone:**
- c. E-mail:**
- d. Address:**

### **II. File Information**

- a. Briefly explain your business/activity:**
- b. What would you like QBLC's help with:**
- c. Deadline (if any):**

**III. Financial Information**

- a. Is your business/project new or in existence:     in existence         new
- b. If NEW,
  - i. Do you have capital funding? Briefly explain.
  
- c. Are you a for profit or not-for-profit:     for profit         not-for-profit
- d. If FOR PROFIT,
  - i. For how long has your business operated:
  - ii. For how long has it operated at a net profit:
  - iii. Gross profits in your last financial year:
  - iv. Does your business have any other sources of capital (eg. investors, bank loan, savings, etc.)? Briefly explain:
  
- e. If NOT-FOR-PROFIT,
  - i. For how long has your business operated:

*I certify the foregoing information to be accurate and complete to the best of my knowledge.*

**Signed:**

**Date:**

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*QBLC Use:    Director Approval: Y / N*

*Date:*

*File #:*

*Student assigned:*