

# UMUKORO LEGAL & NOTARY SERVICES

Client Intake & Service Record

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

File #: \_\_\_\_\_

## **1. CLIENT INFORMATION**

Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## **2. CLIENT IDENTIFICATION**

ID Verified (Yes/No): \_\_\_\_\_

ID Type: \_\_\_\_\_

ID Number (last 4 digits): \_\_\_\_\_

## **3. SERVICE TYPE**

Notary / Commissioner: Notarization / Commissioner / Certified True Copy

Document Preparation: Affidavit / Demand Letter / Court Forms / General / Template Assistance

## **4. NOTARY DETAILS (if applicable)**

Document Type: \_\_\_\_\_

Number of Documents: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Client Declaration: I understand the contents and sign voluntarily.

## **5. DOCUMENT PREPARATION (if applicable)**

What do you need prepared?

## **6. DETAILS (Document Preparation)**

Facts / Instructions:

Other Party Name:

Other Party Address:

Dates:

Amounts:

Supporting Documents Provided (Yes/No):

## **7. DISCLAIMER**

I understand this service involves document preparation based solely on the information I have provided. I am responsible for its accuracy. No legal advice is provided unless agreed to in writing.

## **8. FEES & TURNAROUND**

Service Fee: \_\_\_\_\_

Rush Fee: \_\_\_\_\_

Turnaround: \_\_\_\_\_

## **9. SIGNATURES**

Client Signature: \_\_\_\_\_

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

Service Provider Signature: \_\_\_\_\_

## **10. INTERNAL USE**

Completed Date: \_\_\_\_\_

Notes: \_\_\_\_\_