

CONFIDENTIAL CLIENT INFORMATION FORM

Please assist us in our communications with you by completing, as best possible, the following informational guide. Rest assured that all information provided remains strictly confidential with our firm, and is only released with your permission. Please print clearly, or complete the fillable fields using Adobe Reader, and return this to us via email (info@BerensonLLP.com) or fax at (703) 991-2195 with (i) a company or personal credit card to be placed on file with our firm and (ii) a minimum advance retainer of \$5,000. We welcome the opportunity to work with you.

How were you referred to us? Attorney Magazine/Newspaper Government Associate Other _____

Individual Information

Individual Name	Personal Email*
Home Telephone	Mobile Telephone
Primary Address (Street)	Primary Address (City, State, Zip)

Company Information

Company/Entity Name	Primary Business Telephone	
Web Page, If Any	Business Fax	
EIN and Tax Structure (If Known)	Year Established	
Primary Address (Street)	Primary Address (City, State, Zip)	
Contact Person Name	Contact Person Title	
Contact Person's Telephone	Contact Person's Email*	
Main Product Lines	States in Which You Do Business	Estimated Current Year Volume
Issue or Areas of Immediate Concern:		

Clients completing and submitting this form to the firm are authorizing their accounts to be paid via credit card *after* monthly invoices have been issued. Please print clearly and return this to us via fax at (703) 991-2195 or via email (info@BerensonLLP.com) in order to have your invoices paid automatically via credit card. You will, of course, still receive electronic copies of all invoices, with detailed narratives for all work performed, and you will still be able to discuss any concerns or questions on such invoices.

We accept the following credit cards:



Name	
Type of Credit Card	
Credit Card No.	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover
Name as It Appears on Card	
Expiration Date	CVV Code (3 digits on back/if AMEX 4 digits on front of card)
Phone	Fax
Billing Address	
Signature	Date

For further information, call Kim Flynn, Director of Client Operations at 561.429.4496 or email her at kkf@BerensonLLP.com. Offices throughout the United States.

Counsel to the Remodeling and Home Improvement Industry

BERENSON LLP