Global Legal Solutions®

GLS Template – Legal Services Request

Advanced Format

2024 | Private & Confidential

FORM 1 | LSRF FOR MISCELLANOUS SUPPORT

REQUEST TO GROUP LEGAL FOR ASSISTANCE [note: all fields MUST be completed as we need the information to provide effective assistance] Please ensure that each response field retains its formatting.				
Matter Name / ID				
Date of Instruction				
Date for feedback from Group Legal				
Is the Matter urgent	**Yes**		**No**	
INSTRUCTING BUSINESS UNIT				
Department or business unit name (e.g. Infrastructure Business Support)				
Primary contact person				
Contact Details	**Tel**		**Email**	
Address to which invoices must be sent (Physical, Email)	**Department name**			
	Recipient name			
	Physical Address			
	Email Address			
Responsible Business Unit Director				
Name of director / head of dept who will sign sign-off sheet				
Designation / Title **(e.g. Head: Risk Technology)**				
Are you a regular user of Group Legal?	**Yes**		**No**	
MATTER DETAILS				
Client's Instructions to Group Legal				
Required Deliverables Please identify each deliverable required for a successful conclusion to this matter	**Deal/project structuring**	Y/N		
	Negotiation support	Y/N		
	First draft document(s)	Y/N		
	Document review	Y/N		
	Advice memo	Y/N		
	Other	Y/N		
Required Deliverables (Other) If you selected "other" above, please identify exact deliverables required for a successful conclusion to this matter				
Meeting Attendance Do you require a Group Legal team member to attend meetings in relation to this matter	**Y/N**		If "Yes", estimate total duration of such attendance	[ ] hrs