Legal Project Outline

Company/Law Firm: ________________________________
Law Firm Main Point of Contact: __________________________

Contractor: ________________________________
Project: ________________________________
Deadline (if any): ________________________________

Cap of Hours (if any): ________________________________
   per week / per project (circle one)

Are there discreet deliverables: Y/ N

   • If yes, is there an agreed upon hours estimate: Y/ N
   • If there is an hours estimate, what is the process for communication if anything arises that would extend this estimate: ________________________________

Important Details or Resources:
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

Contractor Signature: ________________________________

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