

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: _____

*This form is a free resource provided to help you organize legal projects for your own use.
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