



Operation Access Intake Form

Please complete *ALL* of the following information and submit your completed form to operationaccess@wcsr.com.

Personal Information

Name: _____

Home Address: _____

Business Address: _____

Business Phone Number: _____

Cell Phone Number: _____

Email: _____

Are you employed? _____

If employed, Approximate Annual Salary: _____

Business Information

Name of Business: _____

Brief Description of Business: _____

What steps have you taken to form the business? _____

Is your business currently operational? Yes: ___ No: ___

If yes, please answer the following questions:

Have you obtained a business license? Yes: ___ No: ___

Have you obtained an Federal Employee Identification Number (FEIN) for your business?

Yes: ___ No: ___

If yes, please specify your FEIN: _____

Have you obtained any insurance for the business? Yes: ___ No: ___

What is the scope of service you would like Operation Access to provide you?

Has anyone else provided you with legal assistance for the formation or operation of your business? Yes: ___ No: ___

If yes, please specify with whom you have worked: _____

Is this business a non profit or for profit business? _____

If your business is an operating for profit business, please provide an estimate of the business' current gross annual receipts: _____

Please specify any particular community or demographic that is or would be primarily served by your business: _____

Do you have a Business Plan for the business? Yes: ___ No: ___
(If yes, please attach a copy of your business plan to this Intake Form.)

How will you fund your business? _____

Operation Access Purpose

Operation Access is designed to help business owners of limited economic means address legal and related business challenges that arise during the life cycles of their entrepreneurial ventures and professional pursuits. Operation Access provides these business owners with “access” to legal advice and other resources that can help them resolve problems and overcome challenges.

Operation Access Eligibility Requirements

To qualify for Operation Access, interested entrepreneurs must be:
(1) persons of limited economic means, or (2) charitable, religious, civic, community, worker rights centers and related organizations, governmental and educational organizations engaged in matters that are designed primarily to address the needs of persons of limited economic means.

Based upon the above definition, please specify the basis for your eligibility for pro bono assistance through Operation Access: _____

Prior Experience with Womble Carlyle

Have you previously worked with Womble Carlyle Sandridge & Rice, PLLC? Yes: ___ No: ___

If yes, with whom did you work? _____