



CLIENT INTAKE AND APPLICATION FORM

In determining whether a business is eligible for pro-bono legal services through the Ballard Academy for Student Entrepreneurs (“BASE”), we consider the following factors:

- Household income of the business owner;
- Revenue of the business, if any;
- Business owner’s access to credit and capital;
- Applicant’s business plan; and
- Benefit that the business will provide to the community.

We will take into consideration extenuating circumstances and special needs when evaluating an applicant’s income eligibility (i.e. child care, required educational expenses, special employment expenses, other financial obligations and disability).

APPLICANTS **MUST COMPLETE** ALL PORTIONS OF THE APPLICATION. APPLICATIONS WITH MISSING INFORMATION WILL NOT BE CONSIDERED.

Please submit your completed application by email to BASE@ballardspahr.com OR by mail to:

Kimberly W. Klayman
Ballard Spahr LLP
1735 Market Street, 51st Floor,
Philadelphia, PA 19103



PART ONE: GENERAL INFORMATION

Name (Last, First & Middle Initial): _____

Street Address: _____ Work Phone: _____

City, State, Zip: _____ Home Phone: _____

Email Address: _____ Mobile Phone: _____

Alternate Contact Name: _____

Alt Phone: _____

Is English your first language? Yes No

Do you need an interpreter? Yes No If yes, what language? _____

Current College or University: _____

Prior College Education: _____

I hereby acknowledge that I am currently enrolled in the above identified college of university. Yes No

PART TWO: BUSINESS INFORMATION

Business Name: _____

Street Address: _____

(If different from above)

City, State, Zip: _____ Business Phone: _____

Business Email: _____ Address Website: _____

Briefly describe your service, application, platform, or product:*

*If you have a business plan, please attach a copy



PART THREE: ADDITIONAL BUSINESS INFORMATION

If you are currently conducting your business, answer as many of the following questions as you can. If not, skip to Part IV.

1. (Please check one.) I intend to conduct business as a:

- Sole Proprietor S Corp LLC Not Sure
 Partnership C Corp Other

Is this business venture being developed as part of a class project? Yes No

Please attach copies of any existing formation documents.

2. When did you start doing business? _____

3. How many employees do you currently employ or, if independent contractors, how many independent contractors?

4. Do have any outstanding leases? Yes No

If yes, please submit a copy of the lease.

5. Did your business have any revenue last year? Yes No

If yes, what was the total amount? _____

6. Is this business venture being developed as part of a class project or in conjunction with a college or university partner? Yes No

If yes, please explain. _____

7. **Attach a current copy of your balance sheet and profit and loss statement. If it is not clear on your balance sheet and/or profit and loss statement (or if you do not have a balance sheet/profit and loss statement), please list any revenue to date and the costs or expected costs of running your business this year.**



PART FOUR: LEGAL ASSISTANCE

1. Briefly describe the primary legal issue with which you need assistance, and up to four additional legal issues:

2. Have you consulted an attorney concerning any of the above matters? Yes No

If yes, please provide the name, address, and telephone number of the attorney consulted.

Was the attorney paid? Yes No

Why are you not continuing to pursue this matter with the attorney consulted?

3. Have you received any assistance starting your business from an organization? Yes No

If yes, please identify the organization: _____

4. If applicable, please identify the organization or person that referred you to BASE.

PART FIVE: FINANCIAL INFORMATION

1. Dependents (people you support):

Number of children: _____ Number of others: _____
(i.e. parents, other relatives)

Please explain:



2. Employment:

Your employer: _____ Spouse's employer, if any: _____

3. Annual Income (Gross): _____ Total Annual Gross Income: _____

4. Please list your monthly expenses (e.g. childcare, medical, transportation, etc.).

5. Please list your debts and indicate whether they are personal or business-related.

6. Is your business being financed in part or full by a source other than yourself? Yes No

If yes, by whom? (i.e. family members, friends, banks, investors or grants): _____

7. Have you applied for any loans to finance your business? Yes No

If yes, from what financial institution(s)? _____

8. Do you have any partners, co-owners, or co-founders in your business? Yes No

If yes, list the following:

Name #1: _____	E-mail: _____	Total annual gross household income \$ _____
Name #2: _____	E-mail: _____	Total annual gross household income \$ _____
Name #3: _____	E-mail: _____	Total annual gross household income \$ _____

9. Are you or your business currently part(y)/(ies) to any pending legal disputes, contractual arrangements, or leases? Yes No

If you responded yes to the preceding question, please identify any other part(y)/(ies) to the legal dispute, contractual arrangement, and/or lease:



PART SIX: CERTIFICATION

I hereby certify that all of the information in this application is true to the best of my knowledge. I understand that BASE may use this information in evaluating my eligibility for free legal services.

By signing this form you are agreeing that the information you provided to BASE may be disclosed to attorneys in efforts to recruit pro bono assistance for your business. You also agree that BASE may disclose non-confidential information about your business.

SIGNATURE: _____

Digital Signature Acceptable

DATE: _____