# LEGAL SERVICES GROUP (“LSG”)
## CLIENT REQUEST FORM

**Date:**

**Contact Name:**

**School/Group/Centre:**

**Extension:**

## Details of Project, or nature of your request for assistance from LSG:

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<td><strong>1.</strong> Please provide a brief summary (one or two paragraphs) of this Project, the issues involved and the desired outcomes.</td>
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| **2.** Do you require LSG to DRAFT a new agreement? | YES / NO  
If Yes, please attach:  
(a) written specifications for the agreement (the specifications must provide precise details of the required deliverables and of how and when the deliverables are required to be provided); and  
(b) a written outline of the negotiated terms (including obligations, pricing, payment arrangement etc). |
| **3.** Do you require LSG to PERUSE an agreement from the other party? | YES / NO  
If Yes, read the document carefully and:  
(a) confirm that from a practical point of view it reflects your understanding of the agreed arrangements for the Project. Is this the case?  
YES / NO (If No, attach details)  
(b) will the University have difficulty in complying with its obligations?  
YES / NO (If Yes, attach details) |
| **4.** Are you satisfied as to the financial viability of the Project? | … |
| **5.** Intellectual Property  
Does the Project involve development of new intellectual property or use of existing University intellectual property? | YES / NO  
If Yes, please provide details:  
… |
| **6.** Turnaround Time  
Provided adequate instructions are received, LSG will usually be in a position to provide the requested service within ten (10) working days of receipt of instructions. | If you require the service within a shorter timeframe, please outline below the reasons for the urgency and we will endeavour to reach agreement on a shorter timeframe.  
… |
| **7.** Feedback.  
LSG is committed to continuous improvement. | Please retain a copy of this form and upon completion provide feedback as to the adequacy of the services provided in this instance, and any suggestions for improvement.  
… |

**Approved by:**  
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Deputy Vice-Chancellor/Pro Vice-Chancellor or authorised delegate  
(or Executive Director, if Administrative Group)  

*LSG is required to have authority to carry out work. Please ensure correct approval has been obtained before submitting work to LSG. If you are unsure of who is approved to sign this form, please contact LSG.*

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