



Collins & Arnove, P.C.
555 Republic Dr., Suite 200
Plano, TX 75074
Office: 972-516-4255
Fax: 972-516-4256



Dear Prospective Client:

I would like to personally thank you for taking time to come in and visit our office to evaluate your legal needs services. Please take note of the following before coming in:

1. Our office is located on 555 Republic Dr. Suite 200 in Plano, TX 75074. Republic Drive is a connector road connecting the north bound frontage road of Highway 75 and Park Blvd
2. You will go to the 2nd floor where you be greeted by a main receptionist. You will then wait a few moments in the main waiting area before coming back to my office. My picture is attached so you have an idea of what I look like.
3. Your options in this process mainly depend on income. We want to be able to give you answers when you come in – so please try to come up with as much of the following as possible. Don't worry if you don't have everything (we can still conduct the consultation):
 - At least two most recent paycheck stubs for all those working in the household (we need your spouse's paycheck stubs even if they are not filing with you). **This is the most important item for the consultation.**
 - The law requires a six month pay average. If able then please go ahead and get us six full months. If not, then the most recent will work for the purposes of the consultation.
 - 2018 tax return. Please also bring the W2s if they are handy.
 - 2017 tax return. Please also bring the W2s if they are handy.
 - Any documentation showing SS Income, Disability Income, or Unemployment Income
 - Recent P & L statements for any businesses that you operate
4. It is important that you start taking the time to evaluate your creditors. I will pull a credit report to start the process of seeing who you owe. Sometimes this is a complete list and sometimes it is not. The credit report is the only mechanism I have for determining who you owe. I recommend you do the following to help make sure we get a complete list:
 - Keep all bills, statements, collection notices or any correspondence received in the mail from creditors.
 - Save any e-mails received from creditors (especially for payday loans)
 - Write down the name of any creditors that call you.
 - Start to put together a list of your creditors with addresses (excel, word, or handwritten)

