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# Request for Quote for Legal Services

Issued by [*NAME OF CLIENT ENTITY*]

Issued for [*Title or subject of request*]

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| --- | --- |
| Client contact details |  |
| Client reference no. |  |
| Date of RFQ |  |
| Timeframe to respond |  |
| Description of Legal Services required  | *Include here a detailed description of legal services required, including background information. List any documents attached to the RFQ\**. |
| Required timeframe for services | *Also include here any relevant reasons for the timeframe.* |
| Other requirements  | *Set out here any additional requirements, such as particular security clearance levels or any requirements regarding meetings etc.*  |

*\*Guidance - It is useful to include the background or context for the request; the purpose for seeking AGS assistance; any specific tasks or questions; any legal issues you have identified; how you expect to use any advice provided.*

*Note from AGS - We will get in touch if there is any further information we need to fully respond to your request*.