



## Client Interviewing Competition 2017 Regionals

### Interview 1: Dennis/ Denise O'Donaghue

#### Office Memorandum

**From: Secretary**  
**To: Solicitor.**  
**re appointment on Wednesday 8th February**

Dennis/ Denise O'Donaghue is a new client who has made an appointment to see you on the 8<sup>th</sup> February. S/he wants advice about threats from a neighbour.

I have carried out a conflict check and found no conflicts. The client has been informed that this interview will cost £75 +VAT and that any future work carried out by the firm will be charged at £200 per hour + VAT

### Interview 2: Vivien/ Vivienne Mackenzie-Smyth

#### Office Memorandum

**From: Secretary**  
**To: Solicitor.**  
**re appointment on Wednesday 8th February**

Vivien/ Vivienne Mackenzie-Smith is a new client who has made an appointment to see you on the 8<sup>th</sup> February. S/he wants advice about a conservatory.

I have carried out a conflict check and found no conflicts. The client has been informed that this interview will cost £75 +VAT and that any future work carried out by the firm will be charged at £200 per hour + VAT.