**Legal advice request form (RES)**

Please email this form to legalservices@reading.ac.uk together with all relevant documents

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| **Name**: |
| **School or function**: |
| **Contact details**: |
| **Date**:  |

**Please fill in each part of this form. This will enable us to allocate your matter to the right person in the team and ensure it is prioritised appropriately. If the following categories don’t apply please use the Standard Request form.**

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| **What type of legal advice are you requesting?** |
| * Dispute (a claim, a letter before action or a dispute that could lead to legal action)
* Contract to be drafted
* Contract to be reviewed
* Advice on University templates/standard terms
 | * Advice on an existing contract
* Advice on export control/NSIA
* Advice legal or regulatory compliance
* Advice on intellectual property
* Advice on data protection
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| **What is your question for Legal to answer?** (If this relates to a single clause of an agreement, please specify this clearly) |

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| **Detail your request** – use this section to briefly set out the background and context to your request, including the source of funding and type of contract (if applicable). You should set out any issues or risks – not just legal ones – that you have already identified relating to your question: |
| Name and contact details of the **Contract Owner** if applicable: |
| Are there are **key relevant documents** that we need to see to advise you? If so, please list here and attach:  |
| Details of any **third parties** involved: |
| What is the **financial** **value** of the work – who is being paid and how much?  |
| What is the **strategic benefit** to the University/School/Function? |
| Will any element of the work/services/goods be **performed or delivered outside the UK**? If yes, please provide details (including the names of all parties, where activity will take place and what is being delivered): |
| Is there an **internal or external deadline**? What is this deadline for? |
| Have you been in contact with someone in legal over a **similar/same matter**, and if so, who and approximately when? |