Your intake presentation packet gives the potential clients a physical representation of you and your professional services that they take home with them. \*Consider how you can adapt each component for electronic delivery in the case that the family is going to work through their process remotely.\*

In order to accomplish that fully, it must include the following components:

* Provide information about you (recent bio and picture) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  + Include articles you’ve written, places you’ve been published:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Include testimonials, reviews you’ve received (or links to these):  
    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Give information about the services you provide.
  + Visual and written (brochures are great for this)

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* Provide information about the Collaborative Divorce Process
  + Remember it must be succinct. You are not the primary source of legal or financial information. This is PROCESS information.
  + Consider a one-sheet

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Include an unsigned copy of your Agreement for them to read through.
* List of professionals in the area you recommend.  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Show value that YOU add. What’s your niche? What makes you special? Make sure that’s clear.

Now for the WOW factors:

* + - Add video components. Before initial consults, send a “Before We Meet” video.   
      Follow initial consults with a “Follow Up” Video.
    - Utilize self-scheduling software to make scheduling much easier for 1:1 meetings.
    - Provide access to AWESOME resources as part of your top-notch service.
    - Any written materials need to have the same feel \*colors, font, etc.\*