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**CLIENT INSTRUCTIONS**

1. **SAVE** the Pdf. entitled INITIAL INTAKE FORM, to your computer, before you begin filling in your information. **NOTE:** *(This form will **NOT** retain any information that you put into it, if it is not first saved to your computer; prior to entering information into the blank fields).* Move on to step 2, If NOT completing digitally.
2. **COMPLETE** the entire Initial Intake Form.
3. **PULL ALL THREE** of your Credit Reports at: [annualcreditreport.com](http://annualcreditreport.com); save and email to: [info@rexandersonpc.com](mailto:info@rexandersonpc.com), and/or print all three Credit Reports for your appointment with the Attorney. *(You may alternatively call annualcreditreport.com to request that these be sent to you via U.S. Mail, at: 1-877-322-8228; please allow up to three weeks for the arrival of credit reports, when sent via U.S. mail).*
4. **GATHER ALL** of the Documents listed on the Required Documents Checklist.
5. **CALL REX ANDERSON, PC** to schedule your appointment: **810-653-3300**