



Where smart architects  
manage risk

**LEGALINE**  
**SUBSCRIBER FIRM PROFILE**  
(for informational purposes only)

- 1. Firm Name \_\_\_\_\_  
Principal Name and AIA Number \_\_\_\_\_
- 2. Address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 3. Telephone Number (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Website \_\_\_\_\_
- 4. Persons authorized to use the Firm account with Legaline \_\_\_\_\_  
\_\_\_\_\_
- 5. Name of Firm legal counsel \_\_\_\_\_
- 6. Date Firm was established \_\_\_\_\_
- 7. Type of Firm \_\_\_\_\_ Business Corporation  
\_\_\_\_\_ Professional Corporation or Association  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Sole Proprietorship
- 8. Professions within the Firm \_\_\_\_\_ Architects  
\_\_\_\_\_ Interior Designers  
\_\_\_\_\_ Land Surveyors  
\_\_\_\_\_ Geotechnical Engineers  
\_\_\_\_\_ Civil Engineers  
\_\_\_\_\_ Structural Engineers  
\_\_\_\_\_ Electrical Engineers  
\_\_\_\_\_ HVAC Engineers  
\_\_\_\_\_ Plumbing Engineers  
\_\_\_\_\_ Other \_\_\_\_\_

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9. Partners/ Principals/Officers	Types & Dates of Degrees & Professional Licenses	How Long with Firm
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Total Partners/Principals/Officers \_\_\_\_\_  
 Total Other Professional & Technical Staff \_\_\_\_\_  
 Total Clerical & Support Staff \_\_\_\_\_  
 Total Staff \_\_\_\_\_

11. States in which the Firm is licensed to do business \_\_\_\_\_

12. Does the Firm do foreign work? \_\_\_\_\_ Yes \_\_\_\_\_ No

13. Describe the types of Projects comprising the Firm's work (e.g., housing, commercial, health care)

\_\_\_\_\_

14. Last Year This Year (Est.) Next Year (Est.)

Construction Value:

Gross Billings/Fees:

15. Does any Client represent 50% or more of the Firm's annual billings?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, describe:

16. In the last two (2) years have there been or are there presently any legal claims against the Firm or any person named in item 9 above, alleging negligent professional performance?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, describe briefly:

17. Professional Liability Insurance Limits: \$

Deductible: \$

**(PLEASE ATTACH A COPY OF THE FIRM'S STANDARD BROCHURE)**

