

Employment Advice Enquiry Form

CONTACT DETAILS	
Your full name (including salutation):	
Home address:	
Telephone number:	
Email address:	
Employers name:	
Start date with employer:	
Termination date (if applicable):	
Current Salary/Salary at date of termination:	
Details of other benefits received (e.g. pension, bonus, car):	



Work-related issues is one of our **DESIGNED FOR LIFE** services created to help you with all of life's ups and downs.

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Background to matter

Please include all relevant background in date order, including details of meetings attended and reference to any relevant documentation (including emails both sent and received). It is important that this information is complete and accurate. We would envisage no more than two sides of A4 paper being necessary.



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Details of any relevant documentation/correspondence

Please also provide copies

What is your desired outcome?



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Any other relevant information?

Please email this form to Innes Clark at innes.clark@morton-fraser.com or fax it to 0131 247 1007. You will receive an acknowledgement within two hours during normal working hours. In the unlikely event that you do not receive acknowledgement within this timescale please contact Jennie Robertson on 0131 247 1139.

Please note - Important time limits apply for raising Tribunal proceedings. If you think you may have a claim you should take advice without delay or your claim may be time barred.

We require photographic identification and payment of our fee before we can advise you.



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