IFOX® Collaboration Framework
LawColl© Module

LC-T01

Operational Toolkit

Version 1.0 — June 2026

A practical operational methodology for collaboration among independent law firms.

BETTER TOGETHER. STRONGER FOR CLIENTS.

LC-F01	LC-F02	LC-F03	LC-F04	LC-F04(b)
Consultation Request Form	Matter Collaboration Sheet	Consultation Report Form	Consultation Feedback Form	Feedback Form (optional)

Developed by:

GRAZIOTTO Legal
INTERNATIONAL LAW FIRM

1. Purpose of the Toolkit

This Operational Toolkit is the practical companion to LC-I02, the IFOX® LawColl© Information Kit. Where the Information Kit explains what the framework is, why it exists and the principles that govern it, the toolkit explains how to use it.

The toolkit contains four standardised form templates, completion guidance for each, a worked example, quick reference tables and operational best practices. A lawyer who has never used the framework before should be able to open this document and begin a collaboration today.

> *Read the Information Kit (LC-I02) to understand the framework. Use this Toolkit (LC-T01) to operate it.*

The four instruments in this toolkit are:

- **LC-F01 Consultation Request Form —** completed by the Originating Firm to initiate a formal request for assistance.
- **LC-F02 Matter Collaboration Sheet —** completed jointly by both firms to document the agreed terms of each collaboration.
- **LC-F03 Consultation Report Form —** completed by the Requested Firm to document the output of the onboarding consultation.
- **LC-F04 Consultation Feedback Form —** completed by the Originating Firm (and optionally the Requested Firm) after the consultation to support continuous improvement.

All four forms are reproduced in full in the Appendix and are available as separate editable Word documents.

2. Workflow Overview

Every collaboration under IFOX® LawColl© follows the same sequence of instruments. The four forms map directly onto the Collaboration Lifecycle described in the Information Kit.

LC-F01 *Originating Firm → Requested Firm*	**Consultation Request Form** The Originating Firm completes and sends LC-F01 to initiate a formal request. The form identifies the matter, the type of assistance required, the specific questions to be addressed and the urgency level. It triggers the Requested Firm's conflict verification check and the three-working-day acceptance window.

↓

LC-F02 *Both Firms — jointly agreed*	**Matter Collaboration Sheet** Once the Requested Firm accepts, both firms complete LC-F02. This document records the agreed terms: client ownership, direct contact permissions, FCR scope, billing arrangement, communication preferences and service level expectations. LC-F02 is the operational agreement for the collaboration.

↓

LC-F03 *Requested Firm → Originating Firm*	**Consultation Report Form** After the onboarding consultation, the Requested Firm completes LC-F03 and delivers it to the Originating Firm. The form documents the conclusions, key risks, assumptions, limitations and recommended next steps. It is the primary output of the FCR consultation. **The Executive Summary can be extended by a separate document**.

↓

LC-F04 *Originating Firm (and Requested Firm)*	**Consultation Feedback Form** After the consultation is concluded, the Originating Firm completes LC-F04 and shares it with the Requested Firm. The form evaluates responsiveness, technical competence, practical usefulness and overall experience. Feedback is private, constructive and forward-looking.

> *LC-F02 should be completed before the consultation begins, not after. It is the agreement, not the record.*

3. Lifecycle Mapping

The table below maps each stage of the eight-stage Collaboration Lifecycle to the relevant toolkit instrument, the responsible party and the applicable timing.

Stage	Stage / Timing	Instrument	Action Required
1	**Need Identification** *When needed*	—	Originating Firm identifies need. No form required.
2	**Partner Selection** *When needed*	—	Identify suitable firm. No form required.
3	**Request Submission** *Day 0*	**LC-F01**	Originating Firm completes and sends Consultation Request Form.
4	**Acceptance / Rejection** *By Day 3*	—	Requested Firm responds in writing. If no response by Day 3, treat as rejection.
5	**Onboarding Consultation** *By Day 8*	**LC-F02 + LC-F03**	LC-F02 agreed before consultation begins. LC-F03 delivered on completion.
6	**Matter Evaluation** *After consultation*	**LC-F03**	Originating Firm reviews LC-F03 output with client. No additional form required.
7	**Matter Execution** *As agreed*	**Separate engagement**	If proceeding, new engagement letter. LC-F02 remains on file.
8	**Feedback** *After conclusion*	**LC-F04**	Originating Firm (and Requested Firm) complete Feedback Form.

Day 0 = date LC-F01 is received by the Requested Firm. All SLA windows run from this date. Time-Critical matters should be flagged explicitly in LC-F01 and discussed by telephone before the form is submitted.

4. Form Completion Guidance

This section provides specific guidance for each of the four toolkit instruments. Read the relevant subsection before completing a form for the first time.

LC-F01 Consultation Request Form

Purpose	Initiates the formal collaboration request. Triggers conflict verification and the 3-working-day acceptance window.
When to use	As soon as you have decided to seek assistance and have identified a potential Requested Firm. Do not delay submission to gather perfect information — a preliminary request is better than no request.
Who completes it	The Originating Firm. The Requested Firm does not complete this form.
When to send	By email to the named contact at the Requested Firm. Follow up by telephone on Time-Critical matters.
Follow-up required	If no acknowledgement within 1 working day, follow up. If no acceptance/rejection within 3 working days, treat as rejection and approach an alternative firm.

Key Fields

- **Matter Reference:** Assign a unique internal reference. Use this reference on all subsequent forms and communications for this matter.
- **Urgency Level:** Be honest. 'Time-Critical' should mean the client's interests are genuinely time-sensitive, not just that you would like a quick answer.
- **Matter Summary:** Three to five sentences maximum. State the facts, the legal issue and what you need. Do not provide the complete case file here.
- **Specific Questions:** This is the most important field. List the precise questions you want answered, numbered 1–3. Vague requests produce vague responses.
- **Preferred Deliverable:** Match this to the matter's complexity. A telephone call is appropriate for a quick viability check. A written note or memorandum is appropriate for a more complex assessment.
- **FCR field:** Always tick the standard 2-hour consultation. Note explicitly if you are open to an extension (up to 5 hours maximum) if the matter warrants it.

Common Mistakes

- Submitting LC-F01 without a clear Matter Reference, making subsequent tracking difficult.
- Writing a Matter Summary that is too long or includes confidential information beyond what is needed for conflict checking.

- Leaving the Specific Questions field vague (e.g. 'Please advise on German employment law') rather than precise (e.g. '1. Does German law permit immediate termination for cause in the following circumstances?').
- Selecting 'Time-Critical' as the default urgency level, which dilutes its meaning.

Best Practices

- Draft LC-F01 as though you were briefing a very capable colleague who knows nothing about your client. Assume no prior knowledge.
- Attach only the documents strictly necessary for the Requested Firm to assess the matter and perform a conflict check. Full file disclosure comes later, after acceptance.
- Keep a copy of LC-F01 in your matter file. It is the record of what you asked, when you asked it and what you received.
- If you are approaching multiple firms simultaneously, disclose this in the form. Professional courtesy requires transparency about parallel approaches.

LC-F02 Matter Collaboration Sheet

Purpose	Documents the agreed terms of the collaboration: client ownership, direct contact rules, FCR scope, billing, communication and SLAs. It is the operational agreement.
When to use	After acceptance, before the consultation begins. LC-F02 is an agreement, not a record of events already agreed informally.
Who completes it	Both firms jointly. The Originating Firm typically drafts and sends; the Requested Firm reviews, amends if necessary and countersigns.
When to send	Originating Firm sends draft within 1 working day of receiving acceptance. Requested Firm returns signed copy before the consultation takes place.
Follow-up required	File the signed copy. If the scope of the matter changes materially, update LC-F02 by written amendment before additional work begins.

Key Fields

- **Client Relationship:** The default under the framework is that the Originating Firm retains client ownership and direct client contact is not permitted without prior notice. Departures from this default must be explicitly agreed and documented here.
- **Onboarding Consultation:** Confirm whether the standard 2-hour FCR consultation applies. If an extension has been agreed, record the maximum hours here. Do not leave this blank.
- **Expected Deliverable:** Align this with what you ticked in LC-F01. If the deliverable format changes between the request and the consultation, update this field.

- **Billing:** The default is that the Requested Firm invoices the Originating Firm. If a direct client billing arrangement has been agreed (unusual at this stage), document it explicitly.
- **Collaboration Confirmation:** Both parties must sign before the consultation begins. An unsigned LC-F02 provides no protection to either party.

Common Mistakes

- Completing LC-F02 after the consultation has already taken place. The form is a pre-consultation agreement, not a post-consultation record.
- Leaving the Client Relationship section uncompleted, creating ambiguity about direct contact permissions.
- Agreeing extended hours verbally without updating LC-F02. Extensions must be documented before additional work begins.

Best Practices

- Treat LC-F02 as a short-form engagement agreement. Give it the same care you would give an engagement letter, even though the FCR scope is limited.
- If in doubt about any field, default to the framework standard (client ownership retained, no direct contact, standard 2-hour FCR, Requested Firm invoices Originating Firm).
- File LC-F02 alongside LC-F01 and LC-F03 so that the complete paper trail for the collaboration is in one place.

LC-F03 Consultation Report Form

Purpose	Documents the output of the onboarding consultation. Provides the Originating Firm with a structured record of the Requested Firm's preliminary assessment.
When to use	Completed by the Requested Firm at the conclusion of the onboarding consultation and delivered to the Originating Firm within the agreed timeframe.
Who completes it	The Requested Firm. Signed by the partner or lawyer who conducted the consultation.
When to deliver	Within 5 working days of acceptance, or within the specific delivery target agreed in LC-F02.
Follow-up required	The Originating Firm reviews LC-F03 with the client and decides whether to proceed to a full engagement. If further work is proposed, a new engagement structure should be documented separately.

Key Fields

- **Consultation Scope:** Tick whether the standard 2-hour or extended consultation applies. Record the actual hours invested. This field protects both parties in the event of any billing question.
- **Executive Summary:** Four to six sentences maximum. State the principal conclusions clearly and without qualification. The Originating Firm will often share this section with the client.
- **Preliminary Assessment:** Provide the analytical substance. This is where the legal analysis lives. Be specific about the applicable law, the key legal issues and the assessment of those issues.
- **Key Risks Identified:** Tick all applicable risk categories and add brief comments. Do not understate risks to appear more favourable. Accurate risk identification is the primary value of the consultation.
- **Important Assumptions and Limitations:** Always complete this field. Document the information on which the assessment is based and any information that was unavailable. This protects the Requested Firm and sets accurate expectations for the Originating Firm.
- **Recommended Next Steps:** Be specific. 'Detailed legal opinion recommended' without further context is not sufficient. Where possible, indicate the approximate scope and cost of further work.
- **Requested Firm Declaration:** Do not modify this language. It is the disclaimer that limits the scope of the preliminary report to its proper purpose.

Common Mistakes

- Delivering LC-F03 after the agreed SLA without prior notice. If more time is needed, communicate this before the deadline, not after.
- Writing an Executive Summary that is not actually a summary — it should be usable as a standalone paragraph.
- Omitting the Assumptions and Limitations section, which is the Requested Firm's primary protection against over-reliance on a preliminary assessment.
- Using LC-F03 to deliver a full legal opinion. The form is a preliminary assessment framework, not an opinion template.

Best Practices

- Write LC-F03 as though the Originating Firm will share the Executive Summary directly with the client. Clarity and precision matter.
- Complete the Recommended Next Steps section as specifically as possible, even if the recommendation is that no further action is required.
- If the consultation reveals that the matter is outside the Requested Firm's expertise, say so clearly. Recommending a specialist is a valuable and professional output.

LC-F04 Consultation Feedback Form

Purpose	Provides structured feedback to the Requested Firm on the quality and usefulness of the onboarding consultation. Supports continuous improvement and relationship development.

When to use	After the consultation is concluded and LC-F03 has been received and reviewed. Ideally within 5 working days of receiving LC-F03.
Who completes it	The Originating Firm (mandatory). The Requested Firm may also complete a version covering the quality of the request and the collaboration process.
When to send	Share by email with the Requested Firm's primary contact. Feedback is private — it is not shared with any third party or registry.
Follow-up required	The Requested Firm acknowledges receipt. No formal response is required, though a brief response is professional courtesy and an opportunity for dialogue.

Key Fields

- **Evaluation Criteria:** Rate each criterion honestly. A rating of 3 (Good) is not a failure. The purpose is accurate feedback, not a courtesy exercise.
- **Most Valuable Aspects:** Specificity here is more useful than generalities. 'The speed of response and the clarity of the risk matrix' is more useful than 'Everything was great.'
- **Suggested Improvements:** This field is the most valuable part of the form. Be constructive and specific. Improving collaboration takes honest feedback.
- **Future Collaboration:** This question has professional significance. A 'Definitely No' response should prompt a brief conversation about what went wrong. A 'Definitely Yes' is an invitation to develop the relationship.

Common Mistakes

- Not sending the form at all. LC-F04 is the mechanism that drives improvement in the framework. Skipping it deprives the Requested Firm of information it needs.
- Rating everything 5 out of courtesy. This produces no useful information and does not help the Requested Firm improve.
- Sending feedback so long after the consultation that neither party remembers the details.

Bilateral Feedback Mechanism

In addition to LC-F04, the Requested Firm may complete LC-F04(b) Request & Collaboration Feedback Form to provide feedback regarding the quality of the request, supporting documentation and collaboration process.

5. Worked Example

This section illustrates how the four toolkit instruments work in practice. The matter is fictitious; the process is realistic.

Scenario: Italian Firm Requests German Employment Law Assistance

Originating Firm Graziotto Legal, Italy	**Requested Firm** Kanzlei [X] & Partner, Hamburg
Client Italian manufacturing company with German subsidiary	**Matter** Potential redundancy of 12 employees at German subsidiary

Step 1 — LC-F01: Consultation Request Form

LC-F01 | Sent: Monday 1 June 2026 | Originating Firm → Requested Firm

Matter Reference: SLR-2026-DE-004

Jurisdiction: Germany (Hamburg)

Urgency Level: Standard

Type of Assistance: Employment Matter

Matter Summary: Our Italian manufacturing client has a German subsidiary (GmbH) with 12 employees in Hamburg. Due to a restructuring, the parent company has decided to reduce the Hamburg headcount by 8. The client needs to understand its obligations and risks before proceeding.

Specific Questions:

1. What process must be followed under German law to make 8 of 12 employees redundant?
2. Is the works council (Betriebsrat) required to be consulted, and what are the timelines?
3. What is the estimated minimum cost of redundancy (statutory entitlements only)?

Preferred Deliverable: Written note (email summary acceptable)

FCR: Standard 2-hour consultation requested. Extension permissible if necessary.

Supporting Documentation: Attached — contracts of employment for 3 employees (sample), current organisational chart.

Step 2 — Acceptance by Requested Firm (Day 2)

Email from Kanzlei [X] & Partner | Wednesday 3 June 2026

Dear colleagues,

Thank you for your request ref. SLR-2026-DE-004. We have completed our conflict check and confirm that we are able to assist. We accept the standard 2-hour FCR consultation.

Please find attached our completed LC-F02 for your review and signature.

We will deliver our written note by Monday 8 June 2026.

Best regards, Dr. K. [X]

Step 3 — LC-F02: Matter Collaboration Sheet

LC-F02 | Agreed: Wednesday 3 June 2026 | Signed by both firms

Matter Reference: SLR-2026-DE-004

Matter Type: Cross-Border / Employment

Client Relationship: Originating Firm (Graziotto Legal) retains client ownership.

Direct client contact: Not permitted without prior notice from Originating Firm.

Onboarding: Standard FCR consultation (2 hours). FCR rate EUR 125/hr + VAT.

Extension: Up to 1 additional hour permissible if required (maximum 3 hours).

Expected Deliverable: Written note by email.

Delivery target: 5 working days from acceptance (by Monday 8 June 2026).

Billing: Requested Firm invoices Originating Firm. Invoice to be sent with LC-F03.

Working Language: English.

Feedback: Requested.

Step 4 — LC-F03: Consultation Report Form

LC-F03 | Delivered: Monday 8 June 2026 | Requested Firm → Originating Firm

Matter Reference: SLR-2026-DE-004

Consultation Scope: Standard FCR — 2 hours invested.

Executive Summary: German law permits collective redundancy of the planned scale but imposes significant procedural obligations. The works council (Betriebsrat) must be consulted before any individual notices are issued. Minimum statutory severance costs are estimated at EUR 28,000–34,000 depending on seniority. A 3–4 month process timeline should be expected.

Preliminary Assessment:

1. German law (KSchG) applies to the GmbH as it employs more than 10 employees. Full redundancy protection applies to all affected employees.

2. A Betriebsrat exists. Formal consultation (Interessenausgleich / Sozialplan) is mandatory. Timeline: minimum 6–8 weeks from formal notification.

3. Statutory severance (Abfindung) not legally mandated but standard in practice at 0.5 monthly salary per year of service. Estimated range based on provided contracts: EUR 3,500–4,250 per employee × 8 employees.

Key Risks: Legal risks (procedural invalidity if Betriebsrat consultation is bypassed). Commercial risks (unfair dismissal claims if social selection criteria are incorrectly applied).

Assumptions: Based on sample contracts provided. Full assessment requires review of all 12 contracts and the works council agreement (Betriebsvereinbarung).

Recommended Next Steps: Engagement proposal recommended. Estimated scope: 8–12 hours for full advice and process support.

Step 5 — LC-F04: Consultation Feedback Form

LC-F04 | Submitted: Wednesday 10 June 2026 | Originating Firm

Overall Satisfaction: 5 — Excellent

Evaluation Criteria (all rated 5 except):

• Timeliness: 5 • Technical Competence: 5 • Practical Usefulness: 5

• Clarity of Explanations: 5 • Completeness of Assessment: 4

Expectations: Met expectations.

Most Valuable Aspects: The cost estimate was immediately useful for client communication. The Betriebsrat timeline was not something we had anticipated and was critical information.

Suggested Improvements: Would benefit from a brief note on whether an amicable settlement approach would reduce the timeline or cost exposure.

Future Collaboration: Definitely Yes.

This example shows a complete cycle from request to feedback in 9 working days. The three specific questions in LC-F01 produced three specific answers in LC-F03. The precision of the request directly determines the usefulness of the report.

6. Operational Best Practices

The following practices reflect the experience of firms that collaborate most effectively within the framework. They are not procedural requirements — they are the habits that make collaboration work.

Before Sending a Request

- **Define the questions before the form.** Write your three specific questions on a piece of paper before opening LC-F01. The quality of your questions is the single largest determinant of the usefulness of the consultation.
- **Identify the right firm, not just any firm.** The framework functions best when the Requested Firm genuinely has the expertise and local knowledge required. A well-targeted request produces a better outcome than a broadcast.
- **Attach only what is necessary for conflict checking and initial assessment.** Full file disclosure comes after acceptance, once LC-F02 is in place. Over-sharing confidential client information before a conflict check has been performed is avoidable risk.
- **Set a diary reminder for Day 3.** If no acceptance or rejection has been received by Day 3, you are entitled to approach alternative firms. Do not let the SLA slip without follow-up.

During the Collaboration

- **Finalise LC-F02 before the consultation begins.** Do not allow the consultation to proceed on the basis of an unsigned or uncompleted Matter Collaboration Sheet. The form is the agreement; the absence of the form creates the uncertainty the framework is designed to prevent.
- **Communicate changes promptly.** If the matter develops in a way that changes the scope, the urgency or the deliverable, communicate this before the Requested Firm invests time on a basis that has changed.
- **Respect the client ownership rule.** Do not copy the client on communications with the Requested Firm without the Originating Firm's prior agreement, even if it seems efficient.
- **Protect client confidentiality at all times.** Information shared for the purpose of an onboarding consultation is shared for that purpose only. The Requested Firm must not use it for any other purpose or communicate it to any third party.

After the Consultation

- **Send LC-F04 within 5 working days.** Feedback is most accurate and most useful when it is submitted promptly. Delayed feedback is frequently either forgotten or artificially positive.
- **Be specific and constructive in feedback.** A rating of 4 with a specific comment ('The assumptions section could have been more detailed') is more useful to the Requested Firm than a rating of 5 with no comment.
- **Follow up if recommending a full engagement.** If LC-F03 recommends a full engagement and the client decides to proceed, communicate this to the Requested Firm promptly. Leaving a firm waiting for a decision it needs to plan for is not good professional practice.
- **Keep the complete file: LC-F01, LC-F02, LC-F03, LC-F04.** These four documents constitute the paper trail for the collaboration. They should be retained in the matter file in the same way as any other professional engagement record.

7. Quick Reference Tables

SLA Table

Milestone	Deadline	Consequence of Breach
Acknowledgement of LC-F01	Day 1 (1 working day)	Follow up immediately. Flag if no response by end of Day 1.
Acceptance or rejection	Day 3 (3 working days)	Silence = rejection. Approach alternative firm. No fee payable.
LC-F02 agreed and signed	Before consultation begins	Do not proceed with consultation without signed LC-F02.
Consultation delivery (LC-F03)	Day 8 (5 working days from acceptance)	Notify in advance if delay expected. Deliver partial findings if possible.
LC-F04 feedback	Within 5 working days of receiving LC-F03	No SLA consequence. Professional courtesy applies.

FCR Rate Table

Consultation Type	Hours	Rate (ex VAT)	Maximum Cost (ex VAT)
Standard FCR Consultation	2 hours	EUR 125 / hour	EUR 250
Extended FCR Consultation	Up to 5 hours total	EUR 125 / hour	EUR 625
Full engagement (post-onboarding)	Agreed separately	Agreed separately	Agreed separately

Note: The FCR rate is the recommended baseline. Firms may agree alternative rates by mutual consent. VAT applies where required under the applicable law. The FCR is an onboarding rate only; subsequent engagement fees are agreed separately.

Form Matrix

Form	Completed by	Sent to	Timing	Lifecycle Stage
LC-F01	Originating Firm	Requested Firm	Day 0	Stage 3 — Request
LC-F02	Both firms	Both firms (signed)	Before consultation	Stage 5 — Consultation

LC-F03	Requested Firm	Originating Firm	By Day 8	Stage 5 — Consultation
LC-F04	Originating Firm	Requested Firm	Within 5 days of LC-F03	Stage 8 — Feedback

Responsibility Matrix

Action	Originating Firm	Requested Firm	Notes
Complete and send LC-F01	✓		Initial request obligation
Perform conflict check		✓	Precondition to acceptance
Communicate acceptance/rejection		✓	By Day 3
Draft and send LC-F02	✓ (draft)	✓ (review/sign)	Before consultation
Conduct FCR consultation		✓	Within agreed scope
Complete and deliver LC-F03		✓	By Day 8 / agreed deadline
Review LC-F03 with client	✓		Decision on further engagement
Complete and send LC-F04	✓	Optional	Within 5 working days of LC-F03
Acknowledge LC-F04		✓	Professional courtesy

8. Toolkit Maintenance

Versioning

This toolkit is Version 1.0, published June 2026. All documents in the toolkit carry version numbers and publication dates. When a form or the toolkit document itself is revised, the version number increments and the prior version is deprecated.

Document codes are permanent. LC-F01 will always refer to the Consultation Request Form, regardless of version. Version suffixes (V1.0, V1.1, V2.0) indicate the revision level. Forms from different versions should not be mixed within a single collaboration.

Updating Forms

When a form is revised, firms that have existing matters in progress should complete those matters using the version of the form that was current when the collaboration began. New matters should use the most recent version.

The most current versions of all toolkit documents are the versions shared by Graziotto Legal as part of the LC-T01 distribution package. If you are uncertain whether you have the current version, check the version number and date in the document footer.

Planned Future Instruments

- **LC-F05 Engagement Confirmation —** a lightweight instrument to document the transition from onboarding consultation to a full engagement. This would bridge the gap between LC-F03 and a full engagement letter.
- **LC-F06 Multi-Firm Coordination Sheet —** for matters involving three or more firms. Extends LC-F02 to accommodate multiple Requested Firms and coordination arrangements.

9. Intellectual Property, License and Disclaimer Notice

Disclaimer

The IFOX® LawColl© framework is developed, maintained and made available by Graziotto Legal as a professional methodology for facilitating collaboration among independent professional practices and service providers.

The framework, the Toolkit, the Information Kit, the forms and any related materials are provided on an "as is" and "as available" basis.

Neither Graziotto Legal, nor Fulvio Graziotto, nor any partner, employee, consultant or affiliate thereof, assumes any responsibility or liability whatsoever for:

- the use or misuse of the framework;
- the accuracy, completeness or suitability of any content;
- any professional, commercial, legal, regulatory or financial decision taken on the basis of the framework;
- any collaboration established between firms using the framework;
- any loss, damage, claim, liability, cost or expense arising directly or indirectly from the use of the framework or any related materials.

Users remain solely responsible for their professional conduct, legal advice, regulatory compliance and client relationships.

Copyright Ownership

Copyright © Fulvio Graziotto and Graziotto Legal.

All rights in the IFOX® collaboration methodology, including the IFOX® LawColl© framework and any present or future sector-specific implementations, variants, modules, toolkits, workflows, forms, templates, operational models and associated materials, including its structure, methodology, concepts, operational model, documentation, forms, templates, workflow architecture, know-how and associated materials, are reserved unless expressly licensed herein.

The IFOX® collaboration methodology may be implemented through sector-specific frameworks, including legal, tax, accounting, audit, consulting, engineering, family office and other professional services environments. All such implementations constitute part of the protected IFOX® intellectual property ecosystem unless expressly stated otherwise.

Protection extends to the framework architecture, lifecycle structure, sequencing methodology, collaboration processes, operational taxonomy, coding conventions and document ecosystem irrespective of the professional sector in which they are applied.

Trademarks

IFOX® is a registered European Union Trade Mark. LawColl© forms part of the copyrighted IFOX® LawColl© framework.

Nothing in this framework or license grants any right to use the IFOX® trademark, logo, branding or trade dress except for the purpose of accurately identifying the framework and in accordance with the applicable trademark guidelines.

The IFOX® trademark may not be incorporated into any business name, domain name, product name, service name, social media account, marketing material or branding without prior written authorization.

License Grant

Licensor means Graziotto Legal and/or Fulvio Graziotto, as applicable.

Subject to compliance with the terms below, Licensor grants a non-exclusive, worldwide, royalty-free license to use, reproduce and distribute the official IFOX® LawColl© forms and documentation.

All rights not expressly granted under this License are reserved by Graziotto Legal and Fulvio Graziotto.

Permitted Uses

Users may:

- complete the forms;
- insert matter-specific information;
- reproduce and distribute official forms;
- use the framework internally or externally;
- use the framework for commercial or non-commercial legal practice.

Conditions

Users must:

- retain all copyright notices;
- retain all trademark notices;
- retain all disclaimers;
- retain all framework references;
- acknowledge IFOX® LawColl© as the source framework;
- preserve the integrity of the official forms.

The document codes, naming conventions and framework taxonomy form part of the protected framework architecture and may not be altered or removed from official forms.

Any reproduction or distribution of the framework or official forms must retain the following attribution: "*IFOX® LawColl© Framework – Developed by Graziotto Legal and Fulvio Graziotto.*"

Prohibited Uses

Users may not:

- remove any text from official forms;
- modify framework provisions;
- create modified versions represented as official forms;
- remove, alter, obscure or replace any copyright notice, trademark notice, disclaimers, framework reference or attribution;
- remove, alter, reproduce, imitate, counterfeit or misuse the IFOX® trademark, the Graziotto Legal name, logo, branding or other distinctive identifiers;
- use any logo, trademark or branding element in a manner that suggests endorsement, affiliation, certification or authorization where none exists;
- remove disclaimers;
- claim ownership of the framework;
- create derivative frameworks substantially based on the framework without authorization.

No Endorsement

Use of the framework does not imply endorsement, certification, approval, recommendation or affiliation by Graziotto Legal or Fulvio Graziotto.

No Warranty

To the maximum extent permitted by law, no warranties, representations or guarantees of any kind, whether express or implied, are provided regarding the framework or its suitability for any purpose.

Derivative Works

The creation of derivative works, adaptations, modified frameworks or substantially similar reproductions of the protected framework architecture based on the IFOX® LawColl© framework is prohibited without prior written authorization from Graziotto Legal or Fulvio Graziotto.

The creation of derivative works, adaptations or substantially similar frameworks based on the IFOX® methodology, whether for legal, tax, accounting, consulting, engineering, family office or other professional services sectors, is prohibited without prior written authorization from Graziotto Legal or Fulvio Graziotto.

Termination

This License shall terminate automatically and without notice upon any breach of its terms, including any removal, alteration or concealment of copyright notices, trademark notices, disclaimers, framework references, required attributions, the IFOX® trademark, the Graziotto Legal name, logo, branding or other protected identifiers.

Upon termination, all rights granted under the License shall cease immediately.

Termination of the License shall be without prejudice to any rights, remedies, claims or causes of action available to Graziotto Legal or Fulvio Graziotto under applicable law.

Enforcement, Governing Law & Sundry Aspects

Any unauthorized use, reproduction, modification, distribution, adaptation or misappropriation of the framework, its documentation, forms, methodology, trademarks or associated know-how may constitute infringement of intellectual property rights and may result in civil, administrative and/or criminal remedies where permitted by applicable law.

Such conduct may constitute copyright infringement, trademark infringement, passing off, unfair competition, counterfeiting or other violations of intellectual property rights, depending on the circumstances and applicable law.

This license and all disputes relating to the framework shall be governed by Italian law.

The courts of Genoa, Italy, shall have exclusive jurisdiction.

Use of the framework does not create any partnership, association, joint venture, network membership, agency relationship or affiliation with Graziotto Legal, Fulvio Graziotto or any other user of the framework.

LC-T01 IFOX® LawColl© Operational Toolkit — Version 1.0 — June 2026

A clear process. Shared principles. Exceptional outcomes.

IFOX® Collaboration Framework
LawColl© Module

Appendix

Form Templates — Version 1.0

LC-F01 Consultation Request Form
LC-F02 Matter Collaboration Sheet
LC-F03 Consultation Report Form
LC-F04 Consultation Feedback Form

A clear process. Shared principles. Exceptional outcomes.

These forms may be reproduced and distributed solely in accordance with the IFOX® LawColl© License contained in this Toolkit. Forms are also available as separate editable Word documents.

LC-F01 Consultation Request Form

IFOX® LawColl© Operational Toolkit | Version 1.0

PURPOSE

This form is completed by the Originating Firm to initiate a formal request for assistance under the IFOX® LawColl© framework. It triggers the conflict verification process and the 3-working-day acceptance window.

ORIGINATING FIRM

Firm Name	Contact Person	Email	Telephone

REQUESTED FIRM

Firm Name	Contact Person (if known)

MATTER INFORMATION

Matter Reference *	Client Reference (optional)	Jurisdiction(s)	Urgency Level

Urgency Level: ☐ Standard ☐ Urgent ☐ Time-Critical

TYPE OF ASSISTANCE REQUESTED

- ☐ Preliminary Legal Assessment
- ☐ Litigation Support
- ☐ Local Counsel Support
- ☐ Contract Review
- ☐ Regulatory Guidance
- ☐ Tax-Related Coordination
- ☐ Due Diligence Support
- ☐ Transaction Support
- ☐ Family Office / Private Client
- ☐ Employment Matter
- ☐ Real Estate Matter
- ☐ Immigration / Mobility

Other (specify)	

MATTER SUMMARY (max. 5 sentences)

Please provide a concise summary of the facts, issues and objectives.

SPECIFIC QUESTIONS

1.	
2.	
3.	

PREFERRED DELIVERABLE

- ☐ Telephone Call
- ☐ Video Conference
- ☐ Email Summary
- ☐ Written Note
- ☐ Short Memorandum
- ☐ Preliminary Risk Assessment

Other (specify)	

FRAMEWORK CONSULTATION RATE (FCR)

- ☐ Standard FCR onboarding consultation requested (2 hours at EUR 125/hr + VAT)
- ☐ Extension of up to 3 additional hours may be proposed if necessary (maximum 5 hours total)

COMMUNICATION PREFERENCES

Preferred Working Language: ☐ English ☐ Other (specify):

Preferred Communication Method: ☐ Telephone ☐ Video Conference ☐ Email

SUPPORTING DOCUMENTATION

- ☐ Documents attached
- ☐ Documents will be provided separately
- ☐ No documents currently available

Note: Attach only documents necessary for conflict checking and initial assessment. Full disclosure follows acceptance.

PARALLEL APPROACH DISCLOSURE

☐ This request is being submitted to this firm only

☐ This request is being submitted to multiple firms simultaneously

ORIGINATING FIRM DECLARATION

Originating Firm confirms that the information provided is accurate to the best of its knowledge and understands that acceptance remains subject to conflict verification and availability assessment by the Requested Firm.

Name	Position	Date

** Matter Reference: Use a consistent internal reference code (e.g., FirmInitials-Year-JurisdictionCode-Number) on all forms and communications for this matter.*

LC-F02 Matter Collaboration Sheet

IFOX® LawColl© Operational Toolkit | Version 1.0

PURPOSE

This sheet is completed jointly by both firms before the onboarding consultation begins. It documents the agreed terms of the collaboration: client ownership, contact permissions, FCR scope, billing and service expectations. It is an operational agreement, not a post-event record.

MATTER INFORMATION

Matter Reference	Originating Firm	Requested Firm	Date

Client Name / Reference	Jurisdiction(s)

COLLABORATION MODEL

☐ Domestic Matter

☐ Cross-Border Matter

☐ Advisory

☐ Litigation

☐ Transactional

☐ Regulatory

Other (specify)	

CLIENT RELATIONSHIP

□ Originating Firm retains client ownership [Default]

□ Direct client contact: permitted

□ Direct client contact: requires prior written notice from Originating Firm [Default]

□ Direct client contact: not expected

Comments / agreed deviations from default:

ONBOARDING CONSULTATION

□ Framework Consultation Rate (FCR) applies — EUR 125/hr + VAT [Default]

□ Standard 2-hour onboarding consultation [Default]

□ Extended onboarding agreed — Maximum hours:

□ 3 hours (total) □ 4 hours (total) □ 5 hours (total — maximum under framework)

EXPECTED DELIVERABLE

□ Telephone Call

□ Video Conference

□ Email Summary

□ Written Note

□ Short Memorandum

□ Preliminary Risk Assessment

Other (specify)	

SERVICE EXPECTATIONS

□ Acknowledgement target: 1 working day from receipt of LC-F01 [Framework Standard]

□ Acceptance / rejection target: 3 working days from receipt of LC-F01 [Framework Standard]

□ Delivery target: 5 working days from acceptance [Framework Standard]

Agreed variations from above (if any):	

COMMUNICATION

Primary Contact (Originating Firm)	**Primary Contact (Requested Firm)**

Working Language:

□ English

□ Other (specify):

BILLING

- ☐ Requested Firm invoices Originating Firm [Default]
- ☐ Requested Firm invoices Client directly (only if expressly agreed)
- ☐ Other billing arrangement (specify below):

Other arrangement details:	

CONFIDENTIALITY AND DATA PROTECTION

- ☐ Information exchanged solely for evaluation and assistance regarding this matter [Default]
- ☐ Professional confidentiality obligations remain fully applicable [Default]
- ☐ Applicable data-protection obligations remain fully applicable [Default]

FEEDBACK

- ☐ Feedback requested (LC-F04 will be submitted after consultation)
- ☐ Feedback not requested for this matter

COLLABORATION CONFIRMATION

By signing below, both firms confirm agreement with the terms documented in this sheet. The consultation shall not commence until both signatures have been obtained.

Originating Firm	Requested Firm
Name:	**Name:**
Date:	**Date:**

LC-F03 Consultation Report Form

IFOX® LawColl© Operational Toolkit | Version 1.0

PURPOSE

This form is completed by the Requested Firm at the conclusion of the onboarding consultation and delivered to the Originating Firm. It documents the preliminary assessment, key risks, assumptions, limitations and recommended next steps. It is not a formal legal opinion unless expressly agreed otherwise.

MATTER INFORMATION

Matter Reference	Originating Firm	Requested Firm	Date of Consultation

CONSULTATION SCOPE

☐ Standard FCR Consultation (2 hours)

☐ Extended Onboarding Consultation

Hours Invested	Agreed Maximum Hours

Note if hours invested differ from agreed scope (reason):	

SUMMARY OF INFORMATION REVIEWED

Documents reviewed:

Additional information received:

REQUESTED OUTCOME

☐ Preliminary viability assessment

☐ Second opinion

☐ Local law confirmation

☐ Identification of key risks

☐ Litigation prospects assessment

☐ Transaction feasibility assessment

☐ Scope and fee estimate

☐ Other (specify):

EXECUTIVE SUMMARY (max. 6 sentences — share-ready)

Please provide a concise, clear summary of the principal conclusions. It can be extended by a separate document.

PRELIMINARY ASSESSMENT

Summarise the principal findings, applicable law and legal analysis.

KEY RISKS IDENTIFIED

- ☐ Legal risks identified
- ☐ Litigation risks identified
- ☐ Commercial risks identified
- ☐ Regulatory risks identified
- ☐ Tax risks identified
- ☐ No significant risks identified

Comments on risks identified:

IMPORTANT ASSUMPTIONS AND LIMITATIONS

This assessment is based on the information made available at the time of the consultation. Additional or contradictory information may alter the conclusions.

Additional assumptions and limitations specific to this assessment:

RECOMMENDED NEXT STEPS

- ☐ No further action recommended
- ☐ Additional information required
- ☐ Detailed legal opinion recommended
- ☐ Client consultation recommended
- ☐ Engagement proposal recommended
- ☐ Referral to specialist recommended

Other recommended next steps:	

ESTIMATED SCOPE OF FURTHER WORK (Optional)

Estimated additional hours	**Indicative engagement structure**

CLIENT CONTACT RECOMMENDATION

- ☐ Direct client contact not necessary at this stage
- ☐ Direct client contact may be useful — discuss with Originating Firm
- ☐ Direct client contact recommended — obtain Originating Firm approval first

Comments:	

REQUESTED FIRM DECLARATION

This Consultation Report is the output of an onboarding consultation conducted under the IFOX® LawColl© framework at the Framework Consultation Rate. It constitutes a preliminary assessment only and is not intended to replace a formal legal opinion, engagement letter or specialist advice unless expressly agreed in writing. The assessment is based solely on the information available at the time of the consultation. The Requested Firm accepts no liability for decisions made on the basis of this preliminary report without further formal engagement.

Prepared by (Name)	**Position**	**Date**

LC-F04 Consultation Feedback Form (mandatory)

IFOX® LawColl© Operational Toolkit | Version 1.0

PURPOSE

This form is completed by the Originating Firm after receiving and reviewing LC-F03. It is shared privately with the Requested Firm. Its purpose is continuous improvement and professional relationship development. Feedback is confidential and is not shared with any third party, registry or association.

MATTER INFORMATION

Matter Reference	Originating Firm	Requested Firm	Date of Consultation	Date of Feedback

OVERALL SATISFACTION

☐ 1 – Unsatisfactory | ☐ 2 – Needs Improvement | ☐ 3 – Good | ☐ 4 – Very Good | ☐ 5 – Excellent

EVALUATION CRITERIA (5 = Excellent | 1 = Unsatisfactory)

Criterion	5	4	3	2	1
Responsiveness	☐	☐	☐	☐	☐
Understanding of the Matter	☐	☐	☐	☐	☐
Technical Competence	☐	☐	☐	☐	☐
Clarity of Explanations	☐	☐	☐	☐	☐
Practical Usefulness	☐	☐	☐	☐	☐
Completeness of Assessment	☐	☐	☐	☐	☐
Timeliness	☐	☐	☐	☐	☐
Overall Professional Experience	☐	☐	☐	☐	☐

DID THE CONSULTATION MEET EXPECTATIONS?

☐ Exceeded Expectations

☐ Met Expectations

☐ Partially Met Expectations

☐ Did Not Meet Expectations

MOST VALUABLE ASPECTS

What aspects of the consultation created the greatest value? Please be specific.

SUGGESTED IMPROVEMENTS

Are there any areas where the consultation or collaboration process could be improved?

FUTURE COLLABORATION

☐ Definitely Yes ☐ Probably Yes ☐ Unsure ☐ Probably No ☐ Definitely No

Comments on future collaboration:

ADDITIONAL COMMENTS

Any other observations on the consultation or the collaboration process:

SUBMITTED BY

Name	Position	Date

CONFIDENTIALITY: This form contains confidential professional information. It is intended solely for exchange between the two firms involved in the collaboration and must not be disclosed to any third party without prior written consent. It is not submitted to any registry, association or network.

LC-F04(b) Request & Collaboration Feedback Form (optional)

IFOX® LawColl© Operational Toolkit | Version 1.0

Purpose

This form is used by the Requested Firm to also provide feedback on the request quality and collaboration process. This form is optional, but it is strongly recommended to use it to improve the collaboration experience in future.

Matter Reference	

Evaluation Criteria

Please **rate the request & collaboration process** across the following dimensions (5 = Excellent, 1 = Unsatisfactory):

Criteria	5 Excellent	4 Very Good	3 Good	2 Needs Imp.	1 Unsat.
Clarity of the Matter Summary	☐	☐	☐	☐	☐
Clarity of the specific Questions to	☐	☐	☐	☐	☐
Adequacy of Supporting Documentation	☐	☐	☐	☐	☐
Responsiveness to additional info	☐	☐	☐	☐	☐
Info about the Client for conflict check &	☐	☐	☐	☐	☐
Timeliness of LC-F02 preparation	☐	☐	☐	☐	☐
Timeliness of LC-F02 signing	☐	☐	☐	☐	☐
Overall Professional Experience	☐	☐	☐	☐	☐

Comments

Submitted By (Requested Firm)

Name	
Date	

CONFIDENTIALITY NOTICE: This form contains confidential professional information. It is intended solely for internal use within the IFOX® LawColl© framework and must not be disclosed to any third party without prior written consent.