

# Consultation & Planning Intake (Kosovo)

Plan your business and legal steps clearly.

- 1) Intake & checklist — Share parties, objectives, and background.
- 2) Assessment & planning — Review documents and propose strategies.
- 3) Execute & follow-up — Implement, monitor, and update as needed.

## 1) Parties & Contacts

Your full name / company

Contact person

Email

Phone/WhatsApp

Representative / lawyer (if any)

## 2) Consultation Snapshot

Area of consultation		Business setup	Contracts	Compliance	Tax	Other
Goals	Structure entity	Draft agreements	Secure permits	Risk assessment	Timeline plan	
Background info / context						

Key deadlines / urgency

## 3) Documents to Provide

Documents	Company registry / IDs	Draft contracts / agreements	Correspondence / prior advice
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## 4) Planning Preferences

Mode	In-person	Video	Hybrid
Language	English	Albanian	Serbian

Preferred time windows (3+)

Deliverables requested	Action plan	Written opinion	Checklist	Calendar reminders
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5) Risk & Strategy

Key risks to address

Must-haves

Deal-breakers

Backup strategies

6) Reply Preferences & Consent

Preferred reply      Email              WhatsApp              Phone call

Urgency      ASAP              This week              1–2 weeks

Primary email

CC emails

Additional notes