**Assessment Task 1**

**Part 4 - File Note**

**Instructions**

You now need to draft a file note (using the **File Note Template** provided below) as a record of your client interview.

You can structure your file note as you wish if you ensure that you have covered each of the dot points from your interview in Part 3.

**File Note Template**

**Client Name:**

|  |
| --- |
|  |

**Staff Name:**

|  |
| --- |
|  |

**Matter:**

|  |
| --- |
|  |

**Date:**

|  |
| --- |
|  |

**Duration of Appointment**

**Start time:**

|  |
| --- |
|  |

**Finish time:**

|  |
| --- |
|  |

**Location:**

|  |
| --- |
|  |

**Attendees:**

|  |
| --- |
|  |

*Dot points from your interview in Part 3*

|  |
| --- |
|  |