



MarbellaSolicitors

NerjaSolicitors

ManilvaSolicitors

MadridSolicitors

MalagaSolicitors

MijasSolicitors



WORK SYSTEM

We are underscoring our determination to understand client needs and deliver tailored solutions

Our desire is to meet the needs of those clients who are outside Spain, do not speak Spanish and need a quick and clear response, and to ensure a value for money quality service.

For those clients who are not in Spain and cannot meet us, we have organised our virtual office on the Internet to make it easier and cheaper for you to contact and consult us.

More than just Legal & Tax Services

Our work system is as follows:

STEP 1. After receiving an enquiry by e-mail, telephone or fax, it passes immediately to the local solicitor or specialist relating to the matter.

STEP 2. Within 24 hours of receiving an enquiry, the specialist solicitor in charge of the matter will answer the client communicating the following information:

- Name of the solicitor who has studied the particular case.
- Guidelines and steps to be followed
- How and when the work should be done
- How much the fees are likely to be.
- Proposed date of meeting.



STEP 3. The client can contact the solicitor who is in charge of the matter, to ask questions in order to clarify any points.

As we understand that many questions and enquires can only be answered personally, the client has the possibility of arranging a meeting at one of our 5 offices to discuss the matter face to face.



We are always happy to spend time with you to discuss a problem or potential new venture without cost or obligation. **A free initial interview to discuss your particular case and requirements is our usual practise.**

To sum up, when clients contact us, we:

- Listen to their needs.
- Ask clarifying questions.
- Explain how the law applies to them.
- Identify steps they can take to resolve their legal issues.
- Provide legal information and advice.
- Advise on the best options.
- Provide an estimate of fees and costs.

We are here to provide our clients with practical information about their personal legal issues in Spain. They can also get through **Marbellasolicitors, SLP** quick and inexpensive legal-tax advice.

ALL THESE INITIAL CONTACTS ARE FREE OF CHARGE AND WITHOUT OBLIGATION.

STEP 4. If a client decides to put their case in our hands, management and responsibility for it is given to a partner who is in charge and who will coordinate all work to be carried out. Then, we inform the client of our bank account number with Sabadell Atlantico Bank so they can send us a deposit and we will start work immediately.



STEP 5. After initiating the works, our client is promptly informed of the progress of the case, any transaction or any change in terms of cost, etc. No decisions are taken without the prior authority of the client.

STEP 6. At the conclusion of the work, we will report and confirm on the outcome of the case and explain any further action necessary. We also return to our client any original documents together with the account of fees and disbursements due and paid.




For more information please contact us at any of our 5 offices.





**Marbellasolicitors, SLP
is regulated by The Law Society**

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