

Business Planning Questionnaire

We will discuss these items at your initial business planning meeting:

- Company ownership and management structure
- Major business actions for update period
- Governing documents
- Advisor information
- Ownership transfer restrictions
- Assets used in business operations
- Current business litigation
- Current personal litigation
- Insurance issues
- Employee issues

To address these items properly, we need to know a little about your company. Therefore, please take a few minutes and complete all applicable information as completely as possible.

Administrative Information

Business name: _____

Doing business as: _____

Date formed or filed: _____ State filed: _____

Primary business activity: _____

Business address: _____

Business phone: _____ Business fax: _____

Primary contact, address, and phone numbers: _____

Alternate contact, address, and phone numbers: _____

Other business locations: _____

Accountant: _____ Phone: _____

Insurance agent: _____ Phone: _____

Other business advisor: _____ Phone: _____

Approximate net worth of the business: _____

Gross receipts for last calendar year: _____

Expected gross receipts for current calendar year: _____

Ownership Information

List of current owners and ownership interest:

Name	Ownership

Business Administration

What is the date of your last written minutes of business meetings? _____

Who regularly updates your business records and files your periodic reports? _____

Current liabilities against business assets:

Legal form of existing business:

Corporation / LLC / Partnership / Sole Proprietorship (circle one)

Tax structure of existing business:

S Corporation / C Corporation / Partnership / Subchapter K / Disregarded Entity (circle one)

Business Operations

Number of employees, subcontractors, etc.: _____

Who are your key employees? _____

What major contracts do you have in place? _____

Business Documents

Please bring all of the following that you have to the meeting:

1. Operating Agreement
2. Member or Shareholder Agreements
3. Minutes of Manager, Member, Shareholder meetings for last three years
4. Manager or Member Resolutions for the last three years
5. Asset list
6. Tax returns for last two years
7. Most current profit and loss statement and balance sheet
8. List of current members or shareholders and percentage ownership