

**CONFIDENTIAL CLIENT QUESTIONNAIRE
FOR BUSINESS**

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Date: _____

Referred by: _____

BUSINESS INFORMATION:

Business Name: _____

Business Address: _____

Your Name: _____

Your Address: _____

Your Title: _____

Cell Phone: _____

Home Phone: _____

Work Phone: _____

Fax: _____

Email: _____

The business is a: _____ Corporation
_____ LLC
_____ Partnership
_____ Trust
_____ Nonprofit corporation
_____ Sole proprietor

LEGAL MATTER:

- Contract drafting
- Contract review
- Formation of legal entity
- Maintenance of legal entity
- Other: _____

DOCUMENTS TO LOCATE:

- Articles of incorporation and bylaws for corporation
- Articles of organization and operating agreement for LLC
- Partnership agreement for partnership
- Proposed contract(s)