



Syndicate Subscription Legal Plans

CONSTRUCTION & BUILDING MATERIALS **CORPORATE CLIENT INTAKE QUESTIONNAIRE:**

PAYMENT RIGHTS EXPIRE FAST. Material suppliers usually must send a preliminary notice within about 20 days of first delivery to preserve mechanics lien and bond claim rights, and lien, stop payment notice, and payment bond deadlines run in weeks. If you are owed money on a project, tell us the first and last delivery dates before anything else.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for construction and building materials businesses — aggregates, cement and concrete, asphalt, lumber, steel and metals, rebar and wire, piping, brick and clay, glass, and construction machinery. Complete the sections that apply. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT:

☐ Legal Entity Name: _____

DBA / trade names: _____ Year founded: _____

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Public company

☐ Subsidiary of a parent

☐ Family-owned

State of formation: _____ EIN (last 4): _____

States of operation: _____ Contact person & title: _____

Syndicate Plan Member ID: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR BUSINESS

1.1 Type of business:

☐ Aggregates & quarrying

☐ Cement

☐ Concrete products / ready-mix

☐ Asphalt

☐ Wood & lumber

☐ Steel

☐ Metal products

☐ Rebar

☐ Wire products

☐ Piping

☐ Brick & clay

☐ Glasswork

☐ Construction machinery

☐ Distributor / building supply

1.2 Role in the supply chain:

☐ Manufacturer / producer

☐ Distributor or dealer

☐ Supplier to contractors

☐ Direct to owners / public agencies

☐ Retail / consumer sales

☐ Installer or applicator



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1.3 Describe your products, plants, and markets served: _____

1.4 Plants, quarries, yards & locations: _____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

- | | |
|--|--|
| ☐ Formation or incorporation | ☐ Entity conversion / restructuring |
| ☐ Operating agreement / bylaws | ☐ Corporate resolutions |
| ☐ Annual reports & business filings | ☐ Foreign qualification |
| ☐ Licenses & permits | ☐ Contractor or dealer licensing |

Sales, Credit & Payment Security:

- | | |
|--|--|
| ☐ Supply & material purchase agreements | ☐ Credit applications & personal guarantees |
| ☐ Terms & conditions of sale | ☐ Preliminary notices & lien filings |
| ☐ Payment bond & stop notice claims | ☐ Prompt payment & retention issues |
| ☐ UCC filings & purchase money security interests | ☐ Collections & payment plans |
| ☐ Customer bankruptcy claims | ☐ Supply chain & delivery disputes |

Operations, Environment & Safety:

- | | |
|--|---|
| ☐ Quarry & mining permits | ☐ Reclamation obligations & bonds |
| ☐ Air, water & stormwater permits | ☐ Waste & recycling compliance |
| ☐ Mine and workplace safety matters | ☐ Silica, dust & exposure programs |
| ☐ Trucking & fleet compliance | ☐ Weight, hauling & routing rules |

Products, Specifications & Liability:

- | | |
|--|---|
| ☐ Product specifications & standards compliance | ☐ Warranty terms & limitations |
| ☐ Product defect & failure claims | ☐ Recalls & product liability |
| ☐ Toxic exposure claims | ☐ Testing & certification disputes |
| ☐ Consumer protection & advertising | ☐ Insurance & risk management |

Public Works, Trade & IP:

- | | |
|--|--|
| ☐ Public works contracting & bidding | ☐ Prevailing wage & certified payroll |
| ☐ Buy America / domestic content requirements | ☐ Bid protests & disputes |
| ☐ Import, tariffs & trade remedies | ☐ Antitrust & pricing practices |
| ☐ Patents & freedom to operate | ☐ Trademarks & brand protection |



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Capital Markets & Finance:

- | | |
|--|--|
| ☐ Capital markets consultation | ☐ Private placement (Reg D / Reg A) |
| ☐ Secured lending & equipment finance | ☐ Real estate & plant financing |
| ☐ Exchange listing (OTC, Nasdaq, NYSE, international) | ☐ Securities & blue sky compliance |
| ☐ Mergers & acquisitions | ☐ Investor agreements & cap table |
| ☐ Surety bond advisory | ☐ Restructuring or bankruptcy |

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (notice, lien, bid, hearing, closing): _____

PART 3 — PROJECT PAYMENT & LIEN RIGHTS

Project / Customer	Owner or General Contractor	Amount Owed \$	First Delivery	Last Delivery

3.1 Were preliminary notices sent for these projects? ☐ Yes ☐ No

3.2 Is the project public, private, or federal? ☐ Yes ☐ No

If yes, explain: _____

Public and federal projects generally use payment bonds rather than liens, and each has its own notice and claim deadlines.

3.3 Has a lien, stop payment notice, or bond claim been filed? ☐ Yes ☐ No

3.4 Do you have signed credit applications and personal guarantees from customers? ☐ Yes ☐ No

3.5 Are any customers in bankruptcy, in default, or withholding retention? ☐ Yes ☐ No

If yes, explain: _____

3.6 Do your invoices and terms address interest, attorney fees, and venue? ☐ Yes ☐ No

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PART 4 — CONTRACTS & SUPPLY CHAIN

Key Customer or Supplier	Role	Annual Value \$	Contract Term	Signed Agreement?

- 4.1 Do quotes, POs, and acknowledgments conflict with customer terms? ☐ Yes ☐ No
- 4.2 Do contracts address price escalation, fuel surcharges, and material cost increases? ☐ Yes ☐ No
- 4.3 Do contracts include force majeure, delivery delay, and risk of loss terms? ☐ Yes ☐ No
- 4.4 Are you bound by flow-down terms from prime contracts or public agencies? ☐ Yes ☐ No
- 4.5 Do you import raw materials or finished products subject to tariffs or duties? ☐ Yes ☐ No

PART 5 — OPERATIONS, ENVIRONMENT & SAFETY

Permit / Program	Current	Needs Work	N/A
Mining or quarry permit	☐	☐	☐
Reclamation plan & financial assurance	☐	☐	☐
Air permits (plants & kilns)	☐	☐	☐
Water & stormwater permits	☐	☐	☐
Waste handling & recycling	☐	☐	☐
Mine safety compliance program	☐	☐	☐
Respirable silica & dust control	☐	☐	☐
Hazard communication & safety data sheets	☐	☐	☐
Fleet & driver qualification records	☐	☐	☐
Weight & oversize permits	☐	☐	☐

- 5.1 Citations, violations, or inspections in the last three years? ☐ Yes ☐ No

If yes, explain: _____

- 5.2 Have there been workplace injuries, fatalities, or reportable incidents? ☐ Yes ☐ No

If yes, explain: _____

- 5.3 Community complaints (dust, noise, blasting) or land use issues? ☐ Yes ☐ No

If yes, explain: _____

- 5.4 Are there reclamation, closure, or post-mining obligations at any site? ☐ Yes ☐ No



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PART 6 — PRODUCTS, SPECIFICATIONS & CLAIMS

6.1 Do products carry published specifications or certifications? ☐ Yes ☐ No

6.2 Do you provide written warranties, and are limitations and disclaimers in place? ☐ Yes ☐ No

6.3 Are there product failure, defect, or performance claims pending? ☐ Yes ☐ No

If yes, explain: _____

6.4 Have you issued or received a recall, stop-use, or corrective action notice? ☐ Yes ☐ No

If yes, explain: _____

6.5 Are there exposure claims (silica, asbestos, other) or historical product liability? ☐ Yes ☐ No

6.6 Do you rely on third-party testing or certification for compliance? ☐ Yes ☐ No

PART 7 — PUBLIC WORKS, LABOR & PRICING

7.1 Do you supply materials to public works projects? ☐ Yes ☐ No

7.2 Are prevailing wage, certified payroll, or registration requirements applicable? ☐ Yes ☐ No

7.3 Do projects carry domestic content or Buy America requirements? ☐ Yes ☐ No

7.4 Employees: _____ Drivers: _____ States with workers: _____

7.5 Is any part of the workforce unionized, or are you party to a collective agreement? ☐ Yes ☐ No

7.6 Do you participate in industry pricing surveys, indexes, or trade associations? ☐ Yes ☐ No

Pricing, bidding, and territory practices among competing producers draw antitrust scrutiny in this industry. Please tell us about any joint activity with competitors.

PART 8 — FINANCE, DISPUTES & DOCUMENTS

Existing Debt / Facility	Lender or Investor	Balance \$	Maturity	Collateral

8.1 Capital sought: \$ _____ Purpose: _____

8.2 Capital strategy:

☐ Plant or equipment expansion

☐ Working capital / asset-based lending

☐ Equipment finance & leasing

☐ Real estate or reserves acquisition

☐ Growth equity

☐ Public offering or listing

☐ Sale of the company or a division

☐ Not sure — need advice

8.3 Current disputes:

☐ Payment or collection dispute

☐ Lien or bond claim

☐ Product or warranty claim

☐ Supply chain dispute



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☐ Employment claim

☐ Agency enforcement

☐ Land use or neighbor dispute

☐ None

8.4 Is a non-disclosure agreement required before documents are shared?

☐ Yes ☐ No

Please provide the following, if applicable. Check each item available.

☐ Formation & governance documents

☐ Ownership / cap table

☐ Financial statements & projections

☐ Customer credit applications & guarantees

☐ Standard terms, quotes & purchase orders

☐ Project invoices & delivery records

☐ Notices, liens & bond claims filed

☐ Permits & environmental reports

☐ Insurance policies & bonds

☐ Loan & investor documents

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the business named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this engagement.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Title: _____

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Your information will be reviewed within one hour.