Syndicate Subscription Legal Plans

FORM & START A BUSINESS CLIENT INTAKE QUESTIONNAIRE:

CONFIDENTIAL. This questionnaire helps us choose the right business structure, prepare formation filings and governing documents, protect your brand and ideas, and identify the licenses, permits, and agreements your business will need. Estimates are fine. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT (FOUNDER / CONTACT):

[__] Full Legal Name: ______________________________

Title / role in the business: ______________________ Syndicate Plan Member ID: _______

Address: ______________________________

City: ________________ County: ____________ State: _____ Zip: _______

Phone: ____________________ Email: ____________________

Preferred method of contact:

[__] Phone [__] Text [__] Email

PART 1 — HOW CAN WE HELP?

1.1 Check all that apply:

[__] Choose the best business structure
[__] Form an LLC
[__] Form a corporation
[__] Partnership agreement
[__] Operating agreement (LLC)
[__] Bylaws & organizational minutes
[__] Shareholder / investor agreement
[__] Buy-sell agreement between owners
[__] Business name & trademark
[__] Copyright / licensing agreements
[__] Licenses & permits checklist
[__] Employment / contractor agreements
[__] Vendor, supplier & service agreements
[__] Convert or restructure an existing business
[__] Buy a business or franchise
[__] Not sure — need advice

1.2 Target launch / formation date: ______________________________

PART 2 — THE BUSINESS

2.1 Proposed business name (1st choice): ______________________________

2nd choice: ____________________ 3rd choice: ____________________

2.2 Describe what the business will do (products / services): ______________________________

____

____

2.3 Industry: ______________________________

Customers:

[__] Consumers [__] Businesses [__] Government [__] Online / nationwide

2.4 Business address: ______________________________

2.5 Location type:

[__] Commercial space

[__] Home-based

[__] Online only

[__] Multiple locations

2.6 States where the business will operate or have employees: ______________________________

2.7 Estimated first-year revenue: $ ______________________ Startup costs: $ ____________________

PART 3 — THE OWNERS

Owner Name	Ownership %	Contribution (cash, property, services)	Value $	Role / Title	Full / Part Time

3.1 Are any owners related, married to each other, or living in another country? [__] Yes [__] No

If yes, explain: ______________________________

____

3.2 Will any owner contribute property or IP instead of cash? [__] Yes [__] No

If yes, explain: ______________________________

____

3.3 Will any owner work for another company or have competing businesses? [__] Yes [__] No

If yes, explain: ______________________________

____

PART 4 — ENTITY & STRUCTURE

4.1 Preferred entity type:

[__] LLC

[__] C-corporation

[__] Corporation electing S-corp tax status

[__] General partnership

[__] Limited partnership

[__] Sole proprietorship

[__] Nonprofit corporation

[__] Professional corporation

[__] Not sure — please recommend

An "S-corporation" is a tax election available to certain LLCs and corporations, not a separate type of entity. Some professions (for example, doctors, lawyers, and accountants) must use a professional corporation in California.

4.2 State of formation: ______________________________ Registered agent: ________________________

4.3 Management structure:

[__] Managed by all members / owners

[__] Managed by designated managers

[__] Board of directors & officers

Position (Manager / Director / Officer)	Name

4.4 Have you spoken with a CPA about tax treatment (LLC, S-corp, C-corp)? [__] Yes [__] No

PART 5 — OWNER AGREEMENTS

Clear agreements between owners prevent costly disputes and deadlock. Check the terms you want addressed.

5.1 Terms to include:

[__] Vesting of ownership over time

[__] Buy-out if an owner leaves or is removed

[__] Restrictions on selling ownership

[__] Additional capital contributions

[__] Non-compete / non-solicitation

[__] Salaries / guaranteed payments

[__] Buy-out if an owner dies or becomes disabled

[__] Protection if an owner divorces

[__] Voting rules & deadlock resolution

[__] How and when profits are distributed

[__] Confidentiality

[__] Dispute resolution (mediation / arbitration)

5.2 Anything owners have already agreed to verbally: ____

____

PART 6 — FUNDING

6.1 How will the business be funded?

[__] Owners' personal funds [__] Friends & family [__] Bank / SBA loan

[__] Outside investors [__] Crowdfunding [__] Grants

[__] Revenue only

6.2 Amount you plan to raise: $ ____

6.3 Will anyone who is not actively working in the business invest money? [__] Yes [__] No

Selling ownership interests to investors (including friends and family) generally involves securities laws. Please tell us before accepting any investment.

PART 7 — BRAND & INTELLECTUAL PROPERTY

7.1 Have you searched whether your business name is available and not already trademarked? [__] Yes [__] No

7.2 Do you want to register a trademark for the name, logo, or slogan? [__] Yes [__] No

7.3 Website domain / social media handles secured: ______________________________

7.4 Intellectual property the business will create or use:

[__] Inventions / product designs
[__] Software / apps
[__] Written content / photos / videos
[__] Recipes / formulas / processes
[__] Customer lists / trade secrets
[__] None

7.5 Was any of it created by an owner before formation or by an outside contractor? [__] Yes [__] No

If yes, explain: ____

____

The business should obtain written assignments so it, not an individual owner or contractor, owns its intellectual property.

PART 8 — OPERATIONS & COMPLIANCE

8.1 Planned employees in first year: ______________ Independent contractors: __________

8.2 Licenses or permits you may need:

[__] City / county business license
[__] Seller's permit (sales tax)
[__] Professional / occupational license
[__] Health permit (food)
[__] Contractor's license
[__] Alcohol / cannabis license
[__] Zoning / home occupation permit
[__] Federal license (FDA, FCC, etc.)
[__] Not sure

8.3 Insurance you have or need:

[__] General liability
[__] Professional liability
[__] Workers' compensation
[__] Property / business interruption
[__] Commercial auto
[__] Cyber

8.4 Will the business sign a commercial lease? [__] Yes [__] No

8.5 Will the business collect customer personal data or payments online? [__] Yes [__] No

PART 9 — EXISTING BUSINESS OR PURCHASE

9.1 Situation:

[__] New business
[__] Converting an existing sole proprietorship
[__] Adding partners to an existing business
[__] Buying an existing business
[__] Buying a franchise

9.2 Existing business name / entity / EIN (last 4): ____

9.3 Are there existing contracts, debts, leases, or licenses to transfer? [__] Yes [__] No

If yes, explain: ____

____

PART 10 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

[__] Business plan / pitch deck

[__] Draft agreements between owners

[__] Lease or LOI for space

[__] Purchase agreement (if buying)

[__] Professional licenses

[__] Existing formation documents

[__] Logo / branding materials

[__] Franchise disclosure document

[__] Investor term sheet

[__] Owner IDs

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 and its owners. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of forming and starting my business.

Signed and dated this ____ day of _______________________, 20___

Signature: ____

Print Name: _____________________________

Title: _____________________________

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Your information will be reviewed within one hour.