



Syndicate Subscription Legal Plans

COMPUTER, SOFTWARE & INTERNET **CORPORATE CLIENT INTAKE QUESTIONNAIRE:**

IF YOU HAVE HAD A DATA BREACH OR SECURITY INCIDENT, tell us immediately — notification deadlines in some states and contracts run in days. Do not send source code, security details, or customer data with this form; we will set up a secure channel after a confidentiality agreement is in place.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for technology businesses — software developers and publishers, IT and managed services, computer and device manufacturers, data storage and cloud providers, internet platforms and social media, and AI companies. 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 / product or brand names: _____ Year founded: _____

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Public company

☐ Subsidiary of a parent

☐ Foreign parent or operations

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

States / countries of operation: _____ Contact person & title: _____

Syndicate Plan Member ID: _____

Address: _____

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

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR BUSINESS & PRODUCTS

1.1 Type of business:

☐ Software development

☐ Software publishing / manufacturing

☐ SaaS / cloud application

☐ Mobile applications

☐ IT services / managed services

☐ Software infrastructure & developer tools

☐ Computer or device manufacturing

☐ Data storage & hosting

☐ Social media or online platform

☐ Marketplace / e-commerce

☐ AI or machine learning

☐ Gaming

☐ Consulting / staffing (technology professionals)

1.2 Revenue model:

☐ Subscription / SaaS

☐ Perpetual license

☐ Usage-based

☐ Advertising-supported

☐ Marketplace commissions

☐ Freemium



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☐ Professional services

☐ Hardware sales

1.3 Customers:

☐ Businesses (B2B)

☐ Consumers (B2C)

☐ Government

☐ Developers / APIs

☐ Children or teens

1.4 Describe your product or service and current stage: _____

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

☐ Formation or incorporation

☐ Entity conversion / restructuring

☐ Operating agreement / bylaws

☐ Corporate resolutions

☐ Annual reports & business filings

☐ Foreign qualification

☐ International incorporation

☐ Licenses & permits

Customer, Vendor & Channel Contracts:

☐ SaaS or software license agreement

☐ Master services agreement & statements of work

☐ End user license agreement

☐ Website & app terms of service

☐ Service level agreements

☐ Data processing agreements

☐ Reseller, channel & OEM agreements

☐ API & developer terms

☐ Vendor & hosting agreements

☐ Non-disclosure & contractor agreements

IP & Open Source:

☐ Copyright registration for code & content

☐ Patent strategy & freedom to operate

☐ Trademark registration & monitoring

☐ Trade secret protection program

☐ Employee & contractor IP assignments

☐ Open-source license compliance

☐ Third-party component & SBOM review

☐ IP infringement claims

☐ Technology licensing & joint development

Privacy, Security & Platform:

☐ Privacy policy & data map

☐ State & international privacy compliance

☐ Cookie & tracking consent

☐ Children's privacy

☐ Health, financial or biometric data

☐ International data transfers

☐ Security program & vendor diligence

☐ Incident response & breach notification

☐ Content moderation & user-generated content

☐ DMCA agent registration & takedowns



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Consumer, Accessibility & Trade:

- | | |
|---|---|
| ☐ Advertising & marketing review | ☐ Auto-renewal & subscription cancellation rules |
| ☐ Refund & warranty terms | ☐ Accessibility (ADA / WCAG) compliance |
| ☐ Export controls & encryption | ☐ Sanctions screening |
| ☐ Product liability & recalls | ☐ Consumer disputes & arbitration clauses |

Capital Markets & Finance:

- | | |
|--|--|
| ☐ Capital markets consultation | ☐ Private placement (Reg D / Reg A) |
| ☐ Venture or growth equity documents | ☐ Venture debt & credit facilities |
| ☐ Exchange listing (OTC, Nasdaq, NYSE, international) | ☐ Securities & blue sky compliance |
| ☐ Mergers & acquisitions | ☐ Equity incentive plans & 409A |
| ☐ Investor agreements & cap table | |

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (launch, contract, filing, closing): _____

PART 3 — CONTRACTS & CUSTOMERS

Key Customer, Vendor or Partner	Relationship	Annual Value \$	Term	Signed Agreement?

3.1 Do you use your own standard agreements, or sign customer paper? ☐ Yes ☐ No
If yes, explain: _____

3.2 Do customer contracts include uncapped liability, indemnities, or IP warranties? ☐ Yes ☐ No

3.3 Do you commit to service levels, uptime credits, or support obligations? ☐ Yes ☐ No

3.4 Do customers require security audits or certifications (SOC 2, ISO)? ☐ Yes ☐ No

3.5 Are there government or regulated-industry customers with special terms? ☐ Yes ☐ No

PART 4 — INTELLECTUAL PROPERTY & OPEN SOURCE

4.1 Have all founders, employees, and contractors assigned IP? ☐ Yes ☐ No

Unassigned code written by founders or contractors is the most common diligence problem in technology financings and acquisitions.

4.2 Do you track open-source components and their license obligations? ☐ Yes ☐ No

4.3 Do you distribute software that includes copyleft-licensed components? ☐ Yes ☐ No



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4.4 Do you hold or plan to file patents? ☐ Yes ☐ No

4.5 Are trademarks registered for your product and company names? ☐ Yes ☐ No

4.6 Do you use AI models, with rights to training data and outputs? ☐ Yes ☐ No

AI development raises separate questions about training data rights, customer data use, output ownership, and required disclosures.

4.7 Are there infringement claims or demand letters pending? ☐ Yes ☐ No

If yes, explain: _____

PART 5 — PRIVACY, DATA & SECURITY

5.1 Personal data you collect:

☐ Names & contact information

☐ Payment data

☐ Location data

☐ Health information

☐ Financial account information

☐ Biometric identifiers

☐ Children's data

☐ Employee data

☐ Device & usage analytics

☐ Sensitive categories

5.2 Do you sell or share personal data, or use it for targeted advertising? ☐ Yes ☐ No

5.3 Do you have a current privacy policy, data inventory, and retention schedule? ☐ Yes ☐ No

5.4 Do you transfer data internationally, and are transfer mechanisms in place? ☐ Yes ☐ No

5.5 Do you have a written information security program and incident response plan? ☐ Yes ☐ No

5.6 Any breach or unauthorized access in the last three years? ☐ Yes ☐ No

Date, scope & notifications made: _____

5.7 Do you carry cyber liability insurance? ☐ Yes ☐ No

PART 6 — PLATFORM, CONTENT & CONSUMER RULES

6.1 Do users post content, listings, or reviews on your service? ☐ Yes ☐ No

6.2 Do you have content moderation policies and a takedown process? ☐ Yes ☐ No

6.3 Have you designated a copyright agent for takedown notices? ☐ Yes ☐ No

6.4 Do you sell subscriptions that renew automatically? ☐ Yes ☐ No

Auto-renewal laws in several states require specific disclosures, consent, and easy cancellation, and are a frequent source of class claims.

6.5 Is your website or app accessible to users with disabilities (WCAG standards)? ☐ Yes ☐ No

6.6 Do you make performance, security, or AI-related marketing claims that need support? ☐ Yes

☐ No

If yes, explain: _____

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PART 7 — PEOPLE, EQUITY & FINANCE

7.1 Employees: _____ Contractors: _____ States / countries with workers: _____

7.2 Are workers properly classified as employees or contractors? ☐ Yes ☐ No

7.3 Do you grant equity, and is a current 409A valuation in place? ☐ Yes ☐ No

7.4 Is immigration sponsorship needed for engineers or other personnel? ☐ Yes ☐ No

Existing Debt / Investment	Lender or Investor	Amount \$	Terms	Secured By

7.5 Capital sought: \$ _____ Purpose: _____

7.6 Capital strategy:

☐ Venture or growth equity

☐ Convertible notes / SAFEs

☐ Venture debt

☐ Private placement (Reg D / Reg A)

☐ Public offering or listing

☐ Sale of the company

☐ Not sure — need advice

PART 8 — DISPUTES, DOCUMENTS & CERTIFICATION

8.1 Current disputes:

☐ Customer or vendor contract dispute

☐ IP infringement claim

☐ Privacy or consumer class claim

☐ Employment claim

☐ Regulatory inquiry

☐ Collections

☐ None

8.2 Is a non-disclosure agreement required before documents are shared? ☐ Yes ☐ No

Please provide the following, if applicable. Check each item available. Do not send source code or credentials.

☐ Formation & governance documents

☐ Ownership / cap table & equity plan

☐ Financial statements & projections

☐ Standard customer & vendor agreements

☐ Terms of service & privacy policy

☐ IP assignments & contractor agreements

☐ Open-source inventory / SBOM

☐ Security program & audit reports

☐ Investor & loan documents

☐ Demand letters or claims



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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.