



Syndicate Subscription Legal Plans

FASHION & TEXTILES

CORPORATE CLIENT INTAKE QUESTIONNAIRE:

GET LABELS AND SOURCING RIGHT BEFORE PRODUCTION. Fiber content, care, and country-of-origin labeling is federally regulated, children's apparel has safety requirements, and California garment manufacturers and brands can be held jointly liable for contractor wage violations. Fixing these after goods ship is far more expensive.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for fashion and textile businesses — apparel, footwear, jewelry and accessories, textile mills and converters, brands and labels, and fashion show and fashion week organizers. 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 / brand or label names: _____ Year founded: _____

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Sole proprietorship

☐ Public company

☐ Subsidiary of a parent

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

States / countries of operation: _____ **Syndicate Plan Member ID:** _____

Contact person & title: _____

Address: _____

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

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR BUSINESS

1.1 Type of business:

☐ Fashion designer

☐ Apparel manufacturer

☐ Emerging designer / new label

☐ Fashion label or brand owner

☐ Footwear design or manufacturing

☐ Jewelry design or manufacturing

☐ Textile design

☐ Textile mill or converter

☐ Accessories & leather goods

☐ Importer

☐ Wholesaler / showroom

☐ Retailer / e-commerce

☐ Fashion week or show producer

☐ Contractor / cut-make-trim

1.2 Product categories:

☐ Womenswear

☐ Menswear

☐ Children's apparel

☐ Activewear

☐ Footwear

☐ Jewelry



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☐ Accessories

☐ Home textiles

1.3 Describe your products, production model, and sales channels: _____

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

☐ Business licenses & permits

Brand Protection & IP:

☐ Trademark searches & registration

☐ Trademark monitoring & enforcement

☐ Trade dress & brand identity protection

☐ Design patents for products

☐ Copyright for prints, patterns & lookbooks

☐ Anti-counterfeiting & knockoff response

☐ Customs recordation & seizures

☐ Marketplace takedowns & brand registry

☐ Licensing & collaboration agreements

☐ Freedom to operate analysis

Production, Sourcing & Supply Chain:

☐ Manufacturing & cut-make-trim agreements

☐ Sourcing & supplier agreements

☐ Factory audits & compliance terms

☐ Garment contractor registration & wage liability

☐ Forced labor & sourcing documentation

☐ Sample & development agreements

☐ Quality, defect & chargeback disputes

☐ Import, tariffs & customs classification

☐ Logistics & fulfillment agreements

☐ Supply chain disputes

Labeling, Advertising & Consumer:

☐ Garment label compliance review

☐ Fiber content & care labeling

☐ Country of origin & Made in USA claims

☐ Children's apparel safety requirements

☐ Jewelry content & marking rules

☐ Sustainability & environmental claims

☐ Advertising & marketing review

☐ Influencer & endorsement disclosures

☐ Warranty, returns & consumer protection

☐ Product recalls & safety reporting

Contracts, Retail & Talent:

☐ Retail vendor & department store agreements

☐ Distribution & wholesale agreements

☐ Showroom & sales representative agreements

☐ Consignment agreements

☐ E-commerce & marketplace terms

☐ Modeling & talent agreements

☐ Photographer & content agreements

☐ Fashion show & event agreements



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☐ Deal negotiation support

☐ Non-disclosure agreements

Capital Markets & Finance:

☐ Capital markets consultation

☐ Private placement (Reg D / Reg A)

☐ Factoring & receivables finance

☐ Inventory & purchase order finance

☐ Exchange listing (OTC, Nasdaq, NYSE, international)

☐ Securities & blue sky compliance

☐ Mergers & acquisitions

☐ Investor agreements & cap table

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (season, delivery, show date, filing, closing): _____

PART 3 — PRODUCTION & SOURCING

Manufacturer / Supplier	Country	What They Produce	Annual Value \$	Written Agreement?

3.1 Do you manufacture domestically, overseas, or both? ☐ Yes ☐ No

If yes, explain: _____

3.2 Are manufacturing agreements in writing with quality and delivery terms? ☐ Yes ☐ No

3.3 Do you use garment contractors in states with wage liability rules? ☐ Yes ☐ No

California brands and manufacturers can be held jointly liable for unpaid wages of workers employed by their garment contractors, and garment manufacturing registration is required.

3.4 Do you have documentation on sourcing, factory conditions, and labor practices? ☐ Yes ☐ No

3.5 Do you import goods, and are classification and duties reviewed? ☐ Yes ☐ No

3.6 Have shipments been detained, seized, or subject to customs inquiries? ☐ Yes ☐ No

If yes, explain: _____

PART 4 — LABELING, SAFETY & CLAIMS

4.1 Do labels show fiber content, care, origin, and company identity? ☐ Yes ☐ No

4.2 Do you have a registered identification number for labeling? ☐ Yes ☐ No

4.3 Do you sell children's apparel or accessories? ☐ Yes ☐ No



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Children's products generally require third-party testing, certificates, and tracking labels, and apparel must meet flammability standards.

- 4.4 Do you sell jewelry, and are content and marking requirements met? ☐ Yes ☐ No
- 4.5 Do you make sustainability, organic, recycled, or ethical sourcing claims? ☐ Yes ☐ No
- 4.6 Do you advertise Made in USA or similar origin claims? ☐ Yes ☐ No
- 4.7 Have you received warning letters, consumer complaints, or claim challenges? ☐ Yes ☐ No

If yes, explain: _____

PART 5 — BRAND PROTECTION & DESIGNS

- 5.1 Are your brand names and logos registered as trademarks? ☐ Yes ☐ No
- Marks & classes registered: _____
- 5.2 Are original prints, patterns, or graphics registered with the copyright office? ☐ Yes ☐ No
- 5.3 Do you protect product shapes or ornamental designs (design patents, trade dress)? ☐ Yes ☐ No
- 5.4 Are counterfeits or knockoffs being sold online or imported? ☐ Yes ☐ No
- 5.5 Have you recorded trademarks with customs for import enforcement? ☐ Yes ☐ No
- 5.6 Do you license your brand, or produce under license for others? ☐ Yes ☐ No
- 5.7 Are there infringement claims or demand letters pending in either direction? ☐ Yes ☐ No

If yes, explain: _____

PART 6 — SALES CHANNELS, TALENT & EVENTS

6.1 Sales channels:

- | | |
|---|---|
| ☐ Wholesale to retailers | ☐ Department stores |
| ☐ Own retail stores | ☐ Direct-to-consumer online |
| ☐ Marketplaces | ☐ Consignment |
| ☐ Pop-ups & trunk shows | ☐ International distribution |

- 6.2 Do retailer agreements impose chargebacks, markdowns, or return rights? ☐ Yes ☐ No
- 6.3 Do you use sales representatives or showrooms on commission? ☐ Yes ☐ No
- 6.4 Do you engage models, photographers, or influencers? ☐ Yes ☐ No

Model and talent engagements involve usage rights, image licensing terms, payment timing rules, and, for minors, work permit requirements.

- 6.5 Do you produce or participate in fashion shows or fashion week events? ☐ Yes ☐ No
- 6.6 Do you own the rights to campaign images, lookbooks, and social content? ☐ Yes ☐ No



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PART 7 — FINANCE & CAPITAL MARKETS

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

7.1 Do you use a factor for receivables, and are factoring terms reviewed? ☐ Yes ☐ No

7.2 Capital sought: \$ _____ Purpose: _____

7.3 Capital strategy:

☐ Production & inventory finance

☐ Working capital

☐ Retail expansion

☐ Growth equity

☐ Licensing or brand acquisition

☐ Public offering or listing

☐ Sale of the business or brand

☐ Not sure — need advice

7.4 Do you have audited or reviewed financial statements? ☐ Yes ☐ No

PART 8 — PEOPLE, DISPUTES, DOCUMENTS & CERTIFICATION

8.1 Employees: _____ Contractors: _____ States with workers: _____

8.2 Are interns, freelancers, or contractors properly classified? ☐ Yes ☐ No

8.3 Is immigration sponsorship needed for designers or other personnel? ☐ Yes ☐ No

8.4 Current disputes:

☐ Manufacturer or supplier dispute

☐ Retailer chargeback or payment dispute

☐ IP or counterfeiting dispute

☐ Labeling or advertising challenge

☐ Employment or wage claim

☐ Consumer claim

☐ Collections

☐ None

8.5 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

☐ Manufacturing & sourcing agreements

☐ Retail & distribution agreements

☐ Label artwork & care instructions

☐ Trademark & copyright registrations

☐ Licensing agreements

☐ Factoring & 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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