

NEAL & WRIGHT LLC
ENTITY FORMATION QUESTIONNAIRE

ALL INFORMATION PROVIDED ON THIS FORM IS
PRIVILEGED AND CONFIDENTIAL

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION
BEFORE COMPLETING THIS FORM:

This questionnaire is designed to obtain information that will allow us to determine what legal services you require, to set a reasonable fee for those services, and to provide you with the best service possible. The more complete the information you provide, the more accurate and efficient we can be. At this point, Neal & Wright LLC has not agreed to represent you or to undertake any professional responsibility for your case. Our attorneys can agree to represent you only after we have gotten all the facts and made a written fee arrangement with you.

Additionally, the attorneys of Neal & Wright LLC ethically cannot agree to represent you until we have checked our system to confirm that there are no conflicts of interest. If we determine that we do have a conflict, this form will be returned to you, and, upon request, we will provide you with the names of other attorneys who may assist you.

There will be no fee for any initial consultation. We do not charge any fee until you have engaged our firm and until we have agreed in writing to represent you.

Date: _____

Signed: _____

When completed, please return this form to Neal & Wright LLC:

Via U.S. mail: P. O. Box 5207
 Atlanta, GA 31107

Via email: Dan@nealandwright.com
 Sherry@nealandwright.com

Via facsimile: (678) 302-9628

Name of person completing this form: _____

Address: _____

Telephone number: _____

Email address: _____

Preference for Entity Name:

[Please provide at least three options for the proposed name of the entity, ranked in order of preference. If the name of your business entity is identical or closely similar to an already existing entity, the Secretary of State will not allow its formation. Hence, it is best to be prepared in advance with backup names.]

1. _____

2. _____

3. _____

Type of entity preference (please check one):

Limited liability company _____

Corporation _____

Partnership _____

Not sure _____

Why do you prefer the entity that you selected above?

Is the entity intended to be not for profit?

Yes

No

[Circle One]

[We will review the information that you provide on this form along with any other information you provide us to recommend a particular entity.]

If a corporation or LLC will be formed, will it issue stock or membership certificates?

Yes

No

I don't know

[Circle One]

If so, how many? _____

Is your proposed entity converting from another entity type, or is it a new entity?

New Conversion [Circle One]

If it is a conversion, what is the state of formation/incorporation? _____

[In the event that you are converting an entity, you will need to provide a copy of the relevant formation documents with this completed questionnaire; e.g., Certificates of Formation/Incorporation, Articles of Organization, LLC Operating Agreement, Partnership Agreement, etc.]

Effective Date of Articles/Agreement to be:

() Upon Filing () Later Date: _____

Entity to begin doing business as of: _____

Duration of existence of the entity will be perpetual unless indicated here: _____

What is the business purpose of the entity? _____

Initial principal office of entity (address): _____

Registered agent (if applicable) and address:

_____ (Name)

_____ (address)

Names of initial partners/members/shareholders with contact information, and associated ownership percentage:

Name:

Ownership Percentage:

1. _____
Address: _____

Phone Number: _____
Email: _____

2. _____
Address: _____

Phone Number: _____
Email: _____

3. _____
Address: _____

Phone Number: _____
Email: _____

4. _____
Address: _____

Phone Number: _____
Email: _____

5. _____
Address: _____

Phone Number: _____
Email: _____

6. _____
Address: _____

Phone Number: _____
Email: _____

What will be the initial capital contribution from each of the above persons?
