

PLEASE ANSWER THE FOLLOWING QUESTIONS CONCERNING YOUR BUSINESS.

BUSINESS CHECKUP

1. Have you reviewed the type of entity in which you are conducting business to make sure it is the best type of entity in which to conduct your business?
2. Have you reviewed whether you are treating your business as a separate entity from yourself and any other owners?
3. Have you reviewed whether business cards, letters, bills, advertising, and other documents and communications accurately reflect the type of entity your business is?
4. Have you reviewed how you, and others, sign documents on behalf of the entity and whether it clearly reflects that you, and others, are an agent of your business?
5. Have you reviewed whether all filings with governmental entities for the business are current?
6. Have you reviewed whether all records for the business are current?
7. Have you reviewed whether you have written agreements with third parties?
8. Have your reviewed your agreements with third parties to make sure they are good agreements?
9. Have you reviewed your agreements to determine if there should be a paragraph that you recover your attorney fees and costs if you must file a lawsuit?
10. Have you reviewed whether you have implemented enough checks and balances to protect your business from unscrupulous and dishonest employees?
11. Have you reviewed whether you have taken the necessary steps to protect the confidential and proprietary information of your business?
12. Have you reviewed whether you are able to protect your business from key employees leaving your business and competing with your business?
13. Have you reviewed whether your business should have employment agreements with certain employee?
14. Have you reviewed whether you should have an employee handbook?

15. Have you reviewed whether all of your employees have legal status?
16. Have you reviewed with your tax advisor if there are steps that should be taken by the business concerning taxes?
17. Have you reviewed whether your business has all of the appropriate types, and amounts, of insurance?
18. Have you reviewed whether your business needs worker ' s compensation insurance?
19. Have you reviewed whether your business has a business plan?
20. Have you reviewed whether you have thought sufficiently about business succession?
21. Have you reviewed whether your personal estate plan reflects your ownership in your business?
22. Have you reviewed what happens to your business if you become disabled or suddenly pass away?
23. Have you reviewed what happens to your business if a key employee becomes disabled or suddenly passes away?
24. Have you reviewed loans that you have made to your business to make sure that the proper documents have been filed or recorded to make you a secured creditor instead of an unsecured creditor?
25. If you have partner(s), have you reviewed what happens if you or your partner would like to transfer your or his or her ownership interest, becomes disabled, or passes away suddenly?
26. If you have partner(s), have you reviewed whether you should have a buy-sell agreement, and if you have a buy-sell agreement have you recently reviewed it?

THE ABOVE QUESTIONS ARE NOT COMPREHENSIVE AND SOME MAY NOT APPLY TO YOUR BUSINESS. THE QUESTIONS ARE INTENDED TO PROVIDE YOU WITH A LIST OF AREAS THAT YOU SHOULD REVIEW.

YOU SHOULD CONSULT WITH AN ATTORNEY AND RECEIVE LEGAL ADVICE AS IT RELATES TO YOUR OWN BUSINESS.