CHERRY WAY DOCUMENT PREPARATION SERVICES

LEGAL CONTRACT/AGREEMENT QUESTIONNAIRE							
Your Name: Phone: ()	Fax: () E-Mail:			Request Date: Date Needed:			
I. Requesting (First) Party's Information							
Individual/Company Name:							
Type of Entity:	 □ Sole Proprietorship □ Corporation □ Limited Liability Company (LLC) □ Partnership Specify: □ General □ LLP 						
If Corporation/LLC/Partnership, Specify State of Organization:							
Residence/Business Add		State	:	Zip:			
II. Contracting (Second) Party's Information							
Agreement with:	☐ Individual ☐ Con		□ Comp	mpany			
Individual/Company Name:							
Type of Entity: Sole Proprietorship Corporation Limited Liability Company (LLC) Partnership Specify: General LLP If Corporation/LLC/Partnership, Specify State of Organization:							
Residence/Business Add							
Residence/Business / Add		State:		Zip:			
		III. Agreement Type					
☐ Prepare New	☐ Prepare Am	nendment	☐ Review	w Attached Document			
1. Choose Agreement Type:		2. Please complete correspondi	ing details for A	greement type:			
☐ Confidentiality:	□ 1-way	☐ Mutual	□ 3-way				
☐ Services:	☐ Master ☐ Contractor ☐ Proposal ☐ Specify:	☐ Individual☐ Work Order☐ Laboratory	☐ Consultant ☐ Project Assignment ☐ Research				
☐ Master Transfer:	☐ Incoming	□ Outgoing	□ Produ	ct:			
☐ Power of Attorney:	☐ General	☐ Specific	☐ Healthcare				
☐ Bill of Sale:	□ Vehicle	☐ Animal	☐ Real Estate				
☐ Other:	☐ Specify:						

Contracts/Agreements Intake Questionnaire Last Revision: 9/25/2010

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IV. Background Information								
Any prior agreement(s) with contracting pa If yes, Specify:		□ No	□ Don't Know					
Was party known by any other name(s) If yes, Specify:	□ Yes	□ No	□ Don't Know					
V. Confidentiality Agreement								
1. Who will disclose information?	☐ First Party	☐ Second Par	ty 🔲 Mutual					
2. What information is being disclosed? First Party(s)? Second Party(s)?								
3. For what purpose?								
4. Is the information being disclosed: Proprietary/Confidential? Public Information?	□ Yes	□ No □ No	□ Don't Know □ Don't Know					
5. What information has already been disclosed? *Specify method of disclosure:	Verbal	□ Written	□ Don't Know					
6. Does any third party(s) have rights to the confidential information? If yes, Specify party(s) and rights:	☐ Yes	□ No	□ Don't Know					
VI. Services Agreement								
1. Term of Contract:	Years: If years, automatic re	Months enewal? □ Yes						
2. Describe services to be performed: *Attach project proposal, if any								
3. Will services be performed on your premises?	□ Yes	□ No	☐ Not Decided					
4. Will confidential information be disclosed?	☐ Yes	□ No	□ Not Decided					

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VI. Services Agreement (Continued)							
5.	Service Rates/Fees/Expenses:	Compensation Expenses:	☐ Paid	☐ Not Paid			
		Compensation Rate:	\$	Per			
		Travel Expenses:	☐ Paid	☐ Not Paid			
		Travel Fees:	\$	Per			
		Maximum Compensation:	\$	Per			
	VII. Material Transfer Agreement						
1.	Who will receive the materials?	☐ First Party	☐ Secon	nd Party			
2.	For what purpose?						
3.	Will confidential information be disclosed?	□ Yes	□ No	☐ Not Decided			
4.	Describe products and quantities to be transferred:	, <u></u>					
		Second Party:					
5.	Materials shipped outside US?	□ Yes	□ No	Country:			
	VIII.	Power of Attorney Agree	ment				
Indicate name and address of attorney-in-fact, two (2) witnesses and terms of attorney-in-fact's powers. If Healthcare, also indicate primary physician, organ donations, etc.:							
IX. Bill of Sale Agreement							
Specify purchase date, anticipated sell date, purchase terms, description of item, color, size, distinguishable numbers, price or other type of consideration, etc.:							
X. Additional Comments or Information							
Specify any additional terms/comments:							
XI. Contract/Agreement Signatures							
1.	First Party Name and Title:	First Party's Name: First Party's Title:					
2.	Second Party Name and Title:	Second Party's Name: Second Party's Title:					