

NEW COMPANY PRE-MEETING ORGANIZER



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Company Name Choices:

Fill in the Names, Addresses, Taxpayer Identification Numbers of all Owners. (If we are considering a non-profit company "Owners" = Members) If an Owner is not an individual, what is it, i.e. corporation, professional corporation, partnership, LLC, etc? Please List Expected Contributions, whether cash, other property or labor on the List of Owners Names.

Owner List:

Name	Address	Investment	Taxpayer Number

MANAGER LIST

Name	Address	TITLE	Taxpayer Number

Advisor List

	Name	Address
Attorney		
Accountant		
Insurance		
Banker		
Other		

Points for Discussion

Insurance You May Need:

	Yes	No
Automobile	X	x
Valuable Papers	X	x
Office Contents	X	x
Workers' Compensation		
Group Life, Health, Accident		
Business Interruption		
General Liability		
Errors and Omissions		

Notifications:

Customers

Creditors

Landlord

Utilities

Gas

Electric

Phone

Water

Other

Service Contracts

Change Sign, door listing, etc.

Printed Goods

Letterhead

Cards

Invoices

Contracts

Other

Banks

Licenses