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Confidential Joint Venture Planning Questionnaire

Date: _____

I. The Joint Venture

Names and Addresses of the parties to the agreement:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

II. Nature of the Business

What is the purpose of the Joint Venture?

Do you contemplate expanding into other activities in the future?

Should business activities of the Venture be limited to the particular purposes stated above?

Will the Venture operate under a trade name?

III. Duration of the Business

On what date will the business begin? _____

Do you want the Venture to run for a particular term of months or years or until the parties decide to terminate the Venture?

IV. Contributions of the Parties to the Venture:

A. What items of cash, crops, equipment, goods or personal services will each party contribute to the Venture?

1. _____
2. _____
3. _____
4. _____

5. _____

6. _____

If the Venture requires additional capital, shall the contribution be made by the parties on a proportional basis or some other basis?

V. Distributions of Income

How will the net income of the business be distributed among the parties? In proportion to contribution or some other basis?

VI. Accounts and Records

Who will be responsible for keeping the books of the Venture?

Who will be responsible for the tax matters of the Venture?

Will the books be open for inspection by all parties?

Where will the funds of the Venture be deposited?

VII. Management of the Business

Will any limitations be placed on a party's authority to bind the business? Will all parties be able to bind the business?

If the parties are not to have an equal voice in management, how will management authority be divided?

How will management decisions be made? By mutual agreement? By majority vote? By majority of capital or goods provided to the Venture? By one designated member?

How often will partners/members meet to discuss business progress or problems?

VII. Dissolution of the Venture

In the event of premature death, disability or voluntary withdrawal of a party should the Venture be dissolved?

Are there other events that should cause dissolution of the Venture?

IX. Miscellaneous

Are there particular issues regarding management, income distribution, dissolution or formation of your joint venture that you would like to discuss?

Please list names, addresses and phone numbers of professionals providing tax, accounting, cash flow analysis or business planning assistance. For each professional, please indicate whether I may discuss with them aspects of your case even if it requires sharing confidential information.
