



COMPANY INFORMATION

Your Name	Legal Business Name	DBA (if applicable)
Mailing Address	Mailing City, State and Zip	
Billing Address	Billing City, State and Zip	
Phone Number	Fax Number	

Date Business Established	Business Tax ID	Fiscal Year End
Website Address		State of Incorporation
Nature of Business		

CONTACT INFORMATION

Primary Contact	Title	Phone Number	Email Address
Secondary Contact	Title	Phone Number	Email Address

INFORMATION ABOUT YOUR BUSINESS

Business Industry
Brief Description of your Company and Product/Service

What are the challenges currently facing your business?

OTHER INFORMATION (please attach an explanation for any “yes” answers)

	Yes or No
1. Are there any claims or lawsuits pending?	
2. Are any Federal or State income, withholding, sales, property or payroll taxes delinquent?	
3. Are your Financial Statements current?	
4. Have there been any bankruptcies or judgments?	
5. What is the structure of your business?	
6. Do you have investors and/or partners?	
7. What are your issues regarding debt, cash flow and cash on hand?	
8. What is the best time to call?	

SUPPORTING DOCUMENTATION

Please email the following documents to maris@hkturnaround.com

Legal Documents/Contracts/Leases (copies)

- Bylaws and Incorporation documents/operating agreements (as applicable)
- Shareholder loan agreements
- Documents for outstanding line of credit
- Any and all notices from the IRS

Financial

- Detail for last year's YE and this year's YTD financials (in excel is preferred)
- Copy of last year's tax return
- List of personal guarantees by shareholders or officers on corporate debt

Other

- Business plan (if available)

How did you learn about HK Turnaround?

If referred by a person, please include name and contact information.

_____ Name

_____ Signature

_____ Title

_____ Date