

## Client's Inquiry Form

**Please Note:** Type or print in Capital letters, using black or blue ink

### Company's Information

Company name \_\_\_\_\_ *(full legal name)*

Address \_\_\_\_\_

Country \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Web site \_\_\_\_\_

### Company's Representative

Family name \_\_\_\_\_

Given name \_\_\_\_\_

Job Title \_\_\_\_\_

Address *(if different from company address)* \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

***All documentation will be sent to the principal delegate (information, invoices, etc.)***

### Type of Company

Services/Consulting \_\_\_\_\_ 1

Manufacturer \_\_\_\_\_ 2

Producer \_\_\_\_\_ 3

Distributor \_\_\_\_\_ 4

Association/Professional Corporation \_\_\_\_\_ 5

Tourism Organisation \_\_\_\_\_ 6

Not-for-profit Organisation \_\_\_\_\_ 7

Other (please specify) \_\_\_\_\_ 8

\_\_\_\_\_

### Foreign Markets

Does your firm export?  Yes  No

Does your business co-operate/deal with other international firms?  Yes  No

**Services, which we can provide you with:** please tick your choice(s)

A. Consultancy

- 1. Restructuring \_\_\_
  - 2. Mergers \_\_\_
  - 3. Studies – Feasibility Studies \_\_\_
  - 4. Management \_\_\_
  - 5. Turn-Around \_\_\_
  - 6. Other (please specify) \_\_\_
- 

B. Manpower Development

- 1. Management Empower \_\_\_
  - 2. Customer – Driven Philosophy \_\_\_
  - 3. Personnel Policies & Procedures \_\_\_
  - 4. Recruitment/Assessment of Management \_\_\_
  - 5. Creating and Introducing Changes \_\_\_
  - 6. Training / Creating a team – working environment \_\_\_
  - 7. Other (please specify) \_\_\_
- 

C. Corporate Support

- 1. Registered Office Facilities \_\_\_
- 2. Secretarial Appointment \_\_\_
- 3. Nominees Shareholders \_\_\_
- 4. Directorships \_\_\_
- 5. Monitor of Bank Accounts and cash movement \_\_\_
- 6. Co-operation between your company and your legal advisors and auditors \_\_\_

D. Other Services

- 1. Operational Manual for Service Companies \_\_\_
- 2. Operational Manual for Trading Companies \_\_\_
- 3. Brief Financial Information system Manual Service Companies \_\_\_
- 4. Brief Financial Information system Manual Trading Companies \_\_\_

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