

PADILLA & ASSOCIATES, PLLC

**Business Law Questionnaire
For
Unpaid Invoice Claims**

Our Business Law Practice Group has prepared this questionnaire to help you organize the information needed to advance a claim for breach of contract. Generally, whether a contract has been breached is a fairly simple question. However, the circumstances giving rise to the breach and the recoverable damages due to the breach are more complicated and require careful legal scrutiny. Also, a careful review of the relevant contract (if written) is critical to strengthen and protect your position in any breach of contract action.

CLIENT INFORMATION:

Company Name: _____

Company Contact (Name and Title): _____

Address: _____

Telephone: _____ E-mail: _____

Company Taxpayer Identification Number: _____

CONTRACT BACKGROUND:

Party Contracting with Client: Business Individual Consumer

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Written Contract: Yes No

If yes, attach copy of contract to questionnaire.

If oral, contract date: _____

If oral, names and titles of persons entering into contract: _____

If oral, contract terms: _____

Contract Modification(s): Yes No

If yes, date and terms of all modifications: _____

Contract Relates to Sale of: Goods Services Both

Nature of Goods/Services: _____

CONTRACT PERFORMANCE:

Manner in Which Other Party Breached Contract: _____

Client Performed Contractual Obligations: Yes No

If not, reason for non-performance (example, could not perform until
other party performed, waiting for payment, etc.): _____

RESOLUTION EFFORTS:

Written Demand to Cure Breach Sent: Yes No

If yes, attach copies of all such notices.

Resolution Efforts Conducted By:

Check all that apply:

Mail E-mail In-Person Telephone Other: _____

*Attach copies of all written communications concerning contract.

DAMAGES:

Damages Sustained Due to Other Party's Breach: _____

If you have any questions about monies owed to you on unpaid invoices, please contact us immediately at (646) 290-5168 for a detailed explanation of your rights.