



TRANSACTIONAL LAW SUPPLEMENT

Named Insured/ Applicant Firm: \_\_\_\_\_ Policy Number: \_\_\_\_\_

For purposes of this supplement, Transactional Law includes both Business Transaction/Commercial Law and Corporate Business Organization. The types of legal services requiring completion of this supplement include Sales Agreements and/or contracts, Agency Agreements, Entertainment contracts; Commercial transactions including the sale and/or financing of commercial real estate; the formation, operation, sale and dissolution of corporations, partnerships (general and limited), real estate limited liability partnerships (LLP) and/or real estate investment trusts (REITs), agencies and other forms of business organizations including franchises; Mergers and Acquisitions; and matters related to Sarbanes-Oxley and other corporate governance obligations.

- 1. Indicate below whether the Firm’s transactional representations in the past 12 months include the following types of transactions. Check all that apply:
A. Commercial Real Estate Financing including negotiation of financing and commercial loans and/or creation/dissolution of LLPs or REITs
B. Entity Structuring including formation, alteration, dissolution and excluding Real Estate LLPs and REITs
C. Mergers/Acquisition including buying and selling of an existing business and excluding Real Estate LLPs and REITs
D. Business Expansion/Franchising including creation/negotiation of franchise disclosure agreements on behalf of the franchisor
E. None of the above (detail)

- 2. Check the range of number of transactions handled and provide the approximate revenue derived from these transactions:
A. in the most current 12 months:
B. in the prior 12 months:
C. in the coming 12 months, does the Firm anticipate that its transactional work will grow, sustain or decline?

- 3. Check the dollar value (size) of the Firm’s transactional matters handled:
A. in the most current 12 months:
B. in the prior 12 months:

- 4. Answer these questions specifically in reference to the lawyers and their time and experience handling transactional matters:
A. How many lawyers handle transactional matters? If there is only 1 lawyer handling these transactions, do not answer 4B2 or 4C.
B. How many years of Transactional Law experience:
C. Are junior attorneys supervised by senior attorneys throughout the handling of a transaction?

- 5. With respect to client’s funding of transactional matters handled, check all that applied:
Self-funding, Private equity, Venture Capital, Partnerships, Commercial lender, Governmental (e.g. grants, SBA), Other (detail)

- 6. For each of the below, provide details of any Yes response via attachment. In the last three years, has the Firm represented:
A. more than one party in any transactional matter?
B. an established Firm client in a transaction while other parties were unrepresented?
C. a new Firm client in a transaction while other parties were unrepresented?
D. any entity that is or was financially distressed (insolvent/in bankruptcy proceedings) prior to or during the Firm’s representations
E. or agreed to scrivener representations, i.e., matters in which the lawyer is hired/engaged to draft contracts or agreements previously negotiated and agreed upon between the involved parties?

Signature of Partner/Officer \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_