

The Law Office of  
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**Operating agreement Questionnaire**

1. Name of Limited Liability Company: \_\_\_\_\_

2. Fiscal Year (suggested: January 1st - December 31st.) \_\_\_\_\_

3. Principal Place of Business: \_\_\_\_\_  
\_\_\_\_\_

4. Street Address where Records are Kept: \_\_\_\_\_  
\_\_\_\_\_

**Member #1**

Name: \_\_\_\_\_

Total Capital Contribution of Member #1 (book value): \_\_\_\_\_

Percentage of Ownership of Member #1: \_\_\_\_\_

Cash, Services or Property Contributed: \_\_\_\_\_

Agreed Value of Above Cash, Services Etc.: \_\_\_\_\_

**Member #2**

Name: \_\_\_\_\_

Total Capital Contribution of Member #2 (book value): \_\_\_\_\_

Percentage of Ownership of Member #2: \_\_\_\_\_

Cash, Services or Property Contributed: \_\_\_\_\_

Agreed Value of Above Cash, Services Etc.: \_\_\_\_\_

**Member #3**

Name: \_\_\_\_\_

Total Capital Contribution of Member #3 (book value): \_\_\_\_\_

Percentage of Ownership of Member #3: \_\_\_\_\_

Cash, Services or Property Contributed: \_\_\_\_\_

Agreed Value of Above Cash, Services Etc.: \_\_\_\_\_

**Member #4**

Name: \_\_\_\_\_

Total Capital Contribution of Member #4 (book value): \_\_\_\_\_

Percentage of Ownership of Member #4: \_\_\_\_\_

Cash, Services or Property Contributed: \_\_\_\_\_

Agreed Value of Above Cash, Services Etc.: \_\_\_\_\_

5. Date this Document Effective: \_\_\_\_\_

6. Total of Capital Contribution: \_\_\_\_\_