

BUSINESS DISPUTE INFORMATION SHEET

Your name, or your company's name (exact) and address where all contract and business notices to be sent:

The other party or parties' name, and address.

What is the general subject matter of the dispute?

Is there a contract between the parties; if so, provide a copy?

What is the nature of the other party's contract performance, or payment?

The names, titles, and general role of individual persons involved?

What are the beginning date and critical dates of the dispute; or provide a chronology of events?

Identify the particularly important, unusual, or other issues involved.