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EDGEWATER



EDGEWATER MEDIATION GROUP

TOOLKIT SERIES · NO. 05



Business Partner Conversation Guide

Have the important conversations before they become
expensive conflicts.

CLARITY · CHOICE · RESOLUTION

EDGEWATER MEDIATION GROUP LLC

Business Partner Conversation Guide

Have the important conversations before they become expensive conflicts.

This resource is provided by Edgewater Mediation Group LLC for general educational and conflict-resolution purposes. Edgewater Mediation Group is not a law firm and does not provide legal advice. Information contained in this resource should not be considered legal advice for any individual situation.

This resource is designed to help structure conversations and planning. It does not create a legal contract or guarantee legal enforceability. Consider consulting a licensed attorney when creating legally binding obligations.

01

Vision

What Are We Building?

Why Are We Doing This Together?

02

Roles

Who is responsible for what?

03

Decision-Making

DECISION TYPE	NOTES
Can decide independently	
Requires agreement	
Requires unanimous agreement	

04

Ownership Expectations

Discussion questions only. This resource does not provide legal structuring advice.

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EDGEWATER COACHING NOTE

Most partnership conflicts trace back to expectations that were assumed, not discussed. This page is where you close that gap early.

05

Money

TOPIC	DISCUSSION NOTES
Capital contributions	
Expenses	
Compensation	
Profit distribution	
Reinvestment	
Access to financial accounts	

06

Workload

Expected Hours / Availability	Responsibilities & Performance

07

Clients

Who owns relationships? How are leads handled?

08

Communication

How frequently will partners meet? How are urgent issues communicated?

09

Major Purchases

Who can approve spending, and up to what amount?

10

Hiring

Who can hire or terminate employees?

11

Intellectual Property

What should be discussed with an attorney?



EDGEWATER COACHING NOTE

IP ownership questions are simple to answer while the partnership is friendly and very expensive to answer once it is not.

12

Conflict Process



13

Exit Expectations

What happens if someone wants to leave?

14

Buyout Discussion

Questions to discuss.

15 Death / Disability

Questions to discuss with appropriate professionals.

16 Dissolution

What issues should be addressed before problems arise?

17 Professional Review Checklist

- ☐ Attorney
- ☐ CPA
- ☐ Insurance professional
- ☐ Financial advisor
- ☐ Other

18 Final Action Plan

WHAT NEEDS TO BE DOCUMENTED	WHO WILL HANDLE IT	DEADLINE

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