

# Consulting Client Background Verification Template

## 1. Client Information

Company Name

Contact Person

Position/Title

Contact Email

Contact Phone

## 2. Business Information

Registered Address

Website

Industry

Year Established

## 3. Background Check Details

References (Business/Professional)

Name	Company	Relationship	Contact Info

Summary of Findings

Notes/Comments

## 4. Verification Performed

- ☐ Registration Documents Verified
- ☐ Key Personnel Background Checked
- ☐ Reference Checks Completed
- ☐ Financial Information Verified

## 5. Verified By

Name

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Position

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Date

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