

Step 49 · Corporate

Frequently Asked Questions

A business client asked for a W-9. What should I send?

For a valid U.S. request, use the current IRS Form W-9 and its instructions to provide the correct name, tax classification, and taxpayer identification number. The client uses this information for applicable tax reporting. Verify the recipient and send it securely; it contains sensitive information. Ask your tax professional if the correct classification or number is unclear.

How can I get corporate coffee bookings?

Find a specific occasion and the person who organizes it: a staff breakfast, training day, or appreciation event. Ask how suppliers are approved and who can authorize the spend. Make a short offer that fits the group, timing, and location, with a clear next step for a quote. Owners mention direct introductions, local networks, and referrals; none is a guaranteed channel. After a good service, ask about the next relevant date.

What if a venue asks to be added to my insurance?

Send the venue's written requirements to your insurance adviser before confirming the booking. Ask whether your existing policy covers the work and can provide the required additional-insured status, or whether different cover is needed. A certificate shows evidence of insurance; it does not by itself create extra coverage. Confirm the correct parties, dates, limits, endorsements, and cost. Do not alter a certificate yourself or assume every event request is included for free.

What should I clarify before partnering with a fitness studio?

Confirm who pays: the studio hosting a package, or individual customers buying drinks. Check class times, realistic attendance, the time available between classes, access, utilities, and local approval. Agree on fees or minimums, promotion, use of both brands, and who handles changes. Start with a defined trial and review the complete cost and result. A popular class does not mean everyone will buy, and repeat dates should remain tentative until confirmed.

Educational guidance. Check your own circumstances with the appropriate local professional.