



WGL Advisory Services

Legal-Support Financial Evidence Checklist

Client Readiness Checklist

Version / date	Version 1.1 2026-05-04
Document label	Client Readiness Checklist
Website area	Legal-support financial analysis page
Priority	Medium
Purpose	Help attorneys and clients assemble financial evidence for disputes, claims, forensic reviews, damages calculations or business interruption matters.

Who this checklist is for

Attorneys, clients, finance teams and advisors assembling financial evidence for disputes, claims or legal-support review.

When to use this checklist

Use it before sending documents to attorneys, preparing financial schedules or asking WGL to support a legal-support matter.

Client / Matter Details

Matter name	Client to complete	Attorney / client contact	Client to complete
Claim or dispute reference	Client to complete	Relevant period	Client to complete
Confidentiality classification	Client to complete	Responsible client contact	Client to complete
WGL responsible person	Client to complete	Date completed	Client to complete

How to use this checklist

Work through each requirement and tick one of the separate status boxes: Ready, Not Ready or N/A. Add notes/gaps, assign an owner and insert a due date. Attach or organise supporting documents before submitting the checklist to WGL. Where a requirement does not apply, mark N/A and explain why in the Notes / gaps column.

Main readiness checklist

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Mandate/scope	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Pleadings or dispute summary	Creates a structured source-document trail for financial analysis and attorney/client review, without replacing legal advice.	Mandate, pleadings or dispute summary, source documents, contracts, invoices, bank statements, schedules and assumptions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Bank statements	Improves reliability of financial information and helps identify cash, working-capital and reconciliation gaps.	Bank statements, bank confirmations, reconciliations, debtor/creditor age analysis, loan schedules and inventory reports.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Invoices	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Contracts	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Loan agreements	Improves reliability of financial information and helps identify cash, working-capital and reconciliation gaps.	Bank statements, bank confirmations, reconciliations, debtor/creditor age analysis, loan schedules and inventory reports.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Financial statements	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Management accounts	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Tax returns	Supports SARS visibility, reduces avoidable compliance delays, and helps WGL identify matters requiring professional review.	SARS profile, eFiling access/authority, returns, reconciliations, statements of account, TCS PIN status and supporting schedules.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Payroll records	Helps control payroll records, employer compliance and staff-cost risks before filings, audits or management reviews.	Employee files, payroll reports, EMP201/EMP501 records, IRP5/IT3(a), contracts, leave and approval records.	[]	[]	[]	Client to complete	Client to complete	Client to complete

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
Asset records	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Timeline of events	Creates a structured source-document trail for financial analysis and attorney/client review, without replacing legal advice.	Mandate, pleadings or dispute summary, source documents, contracts, invoices, bank statements, schedules and assumptions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Quantification model	Creates a structured source-document trail for financial analysis and attorney/client review, without replacing legal advice.	Mandate, pleadings or dispute summary, source documents, contracts, invoices, bank statements, schedules and assumptions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Source document index	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Assumptions and limitations.	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete

Before sending documents to WGL or your attorney

- Confirm WGL's role is legal-support and financial/documentation assistance only.
- All external-use documents must be reviewed by the appointed attorney or suitably qualified professional.
- Provide a clear matter summary, relevant period and source document index.
- Separate facts, assumptions, calculations and legal conclusions.
- Mark sensitive documents clearly and limit access to authorised persons.
- Do not file, serve or submit documents externally without attorney approval.

Red flags

- No clear mandate, relevant period or matter reference.
- Calculations are not linked to source documents.
- Facts, assumptions and legal conclusions are mixed together.
- Evidence is unindexed, duplicated or incomplete.
- Confidential information is shared without access controls.
- Drafts are intended for external use without attorney review.

Risk rating

Risk rating	Readiness interpretation	Recommended next step
GREEN	Mostly ready. Key records are available, current, complete, and internally consistent.	Proceed with normal review and keep evidence organised.
AMBER	Gaps require attention. Work can proceed, but issues may delay completion or increase review time.	Prioritise the action plan and agree responsibilities with WGL.
RED	Urgent remediation needed. Significant missing records, compliance gaps, unresolved risks, or contradictions exist.	Book a scoping session with WGL before external submission, reliance, or use.

Next-step action plan

Gap	Action required	Responsible person	Target date	WGL support needed
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete

WGL Review Outcome

Ready for submission / use Minor gaps to resolve Significant remediation required Scope discussion required Not suitable for submission / reliance yet

Reviewer: _____ Date: _____

Key comments: _____

Recommended next step: _____

WGL call-to-action

Send this completed checklist and supporting documents to WGL Advisory Services for review and practical next steps. Where urgent deadlines apply, contact WGL before submitting documents externally.

Disclaimer

This checklist is a practical readiness guide for discussion and preparation purposes only. It does not constitute legal, tax, audit, assurance, engineering, safety, regulatory certification, or investment advice. Client circumstances, current laws, current regulatory requirements, and source documents must be reviewed before reliance is placed on any output. WGL provides legal-support and financial/documentation assistance only; all external-use outputs must be reviewed and approved by the appointed attorney or suitably qualified professional.

Source note

Prepared as a practical readiness aid using legal-support workflow terminology, financial evidence preparation practices and attorney-review boundaries. Requirements may change. Always confirm current official requirements and client facts before external use.