

DOCUMENTS REQUESTED FOR BUSINESS VALUATION

Financial Statements

1. Annual financial statements for the last- 5 years if available
2. Financial statements for the most recent 12 months
3. Federal income tax returns (and state returns, if applicable) for the last - years.5
4. Copies of any forecasts or projections.

Other Financial Data

1. List any recent significant cash investments.
2. Aged accounts receivable listing.
3. List of items comprising inventory (quantity description and cost) and information on inventory accounting policies.
4. Fixed asset register or depreciation schedule.
5. List of items comprising significant other asset balances.
6. Accounts payable listing, preferably aged.
7. Analyses of significant accrued liabilities.
8. List of notes payable and other interest-bearing debt.
9. List of items comprising significant other liability balances.
10. Schedule of sales by product for most recent year. Do you have a backlog?
11. Copies of any business plans.
12. Schedule of officers' and directors' compensation.
13. Schedule of key person life insurance.
14. Reports of other professionals:
15. Appraisals on specific assets.
16. Reports of other consultants.

Other Operating Data

17. Brochures, price lists, catalogs, or other product information.
18. List of stockholders or partners, showing the amount of stock or percentage owned by each person.
19. Organization chart.
20. List of five largest customers and suppliers and the total amount of sales and purchases, respectively, for each during the last year.

Legal Documents

21. Copies of significant leases and loans, including notes receivable and notes payable.
22. Copies of stockholder or partnership agreements, including any stock option agreements.
23. Minutes of board of directors meetings.
24. Copies of any buy-sell agreements and/or written offers to purchase or sell company stock.
25. Copies of key managers' employment contracts.
26. Copies of any major sale or purchase contracts.
27. Details of any litigation, including pending or threatened lawsuits.
28. Details of any employee benefit plans, including pension plans, profit-sharing plans, and employee stock option plans.
29. Collective bargaining agreement
30. Reports of examination issued by government agencies such as EPA, OSHA, IRS, or EEOC.

Other Company Data

31. Details of transactions in the company's stock during the last 5 years.

List of any of the following:

32. Patents.
33. Copyrights.
34. Trademarks.
35. Similar intangibles.
36. Details of any contingent liabilities (such as guarantees or warranties) or off balance sheet financing (such as letters of credit).
37. Resumes or a summary of the background and experience of all key personnel.
38. Copies of any other value indicators, such as property tax appraisals.