

BUSINESS VALUATION

INFORMATION AND DOCUMENT REQUEST LIST

To provide an accurate and thorough valuation, please provide as much of the following information as is practicable.

- financial statements for each of the past five fiscal years, including income statements, balance sheets, statements of retained earnings and statements of cash flows with all related notes
- interim financial statements for the partial year since completion of the last fiscal year, as well as the comparable interim statements for the previous fiscal year
- corporate income tax returns for last year
- current budgets, projections, forecasts and/or copy of the business plan, if any
- a description of all classes of equity ownership, including types of securities, rights and preferences
- a copy of the shareholders list
- a copy of any buy-sell, redemption, shareholders agreement, or copy of the Close Corporation Agreement, if any
- a listing of all transactions in the business entity's ownership interest, including date, number of shares, price and conditions
- copies of prior formal business/stock appraisals and/or other formal or informal valuation analyses
- a description of the operations of the business, including but not limited to the following
 - standard industrial classification code(s)
 - type of product(s) sold or services provided
 - type of raw materials and sources of supply
 - geographic locations of operations
 - listing of all officers with age, years of service and compensation
 - union affiliations, showing types and number of employees covered (if applicable, provide copies of all union contracts)
 - key suppliers
- a copy of the organization chart
- brochures, price lists, catalogs or other production information
- schedule of sales by product or customer type
- customer list data, including
 - total number of customers
 - statements as to the nature of the customers: OEM, distributor or end user
 - list of top customers by \$ or percent of sales
- a list of all material real estate or equipment leases
- a listing of all fixed assets by major classification (land, buildings, leasehold improvements, equipment, office furniture and equipment) currently used in the business including
 - original cost by year of purchase
 - current amount of accumulated depreciation
 - depreciation methods
- copy of property or real estate appraisals
- patents, copyrights, trademarks and other similar intangibles
- a listing of all contingent or off balance sheet liabilities or assets such as lawsuits
- a description of all pension or profit sharing plans or a copy of the plan
- schedule of key personnel life insurance
- description of all real estate owned by the business or owned by related parties in which activities of the business are conducted