

DOCUMENTS REQUESTED FOR BUSINESS VALUATION

Financial Statements

1. Annual financial statements for the last 5 years and interim financial statements. If you use Quickbooks, Sage or BusinessWorks software, a backup would help as we have all these programs on our system and can print what we need then. Otherwise, if you do not have an outside CPA firm that provides you with annual compilations, you can print these annual reports from your accounting software.
2. Federal income tax returns (and state returns, if applicable) for the last 5 years.
3. Copies of any forecasts or projections.

Other Financial Data

4. List of cash accounts and any significant cash investments.
5. Aged accounts receivable, if any.
6. List of items comprising inventory (quantity, description, and cost) and information on inventory accounting policies.
7. Fixed asset register or depreciation schedule.
8. List of items comprising significant other asset balances (including intangible assets).
9. Accounts payable listing, preferably aged.
10. List of significant accrued liabilities such as sales tax monies due.
11. List of notes payable and other interest-bearing debt.
12. List of items comprising significant other liability balances if any such as a shareholder note.
13. Schedule of sales by product for each period that an income statement is obtained.
14. Copies of sales, capital, or operating budgets if any.
15. Copies of any business plans if you have any.
16. Schedule of officers' and directors' compensation and personal expenses that are paid for by the Company to obtain a cash flow to the investor number.

17. Details of transaction with related parties such as rent if the building is owned by the shareholders and not owned by the company.
18. Details of any contingent liabilities (such as guarantees, warranties, environmental liabilities, or unfavorable positions in derivative financial instruments) or off balance sheet financing (such as letters of credit).
19. Details of advantageous or disadvantageous contracts.
20. Schedule of key person life insurance.
21. Reports of other professionals:
 - a. Appraisals on specific assets.
 - b. Reports of other consultants
 - c. Reports of independent auditors.

Other Operating Data

22. Brochures, price lists, catalogs, or other product information.
23. List of five largest customers and suppliers and the total amount of sales and purchases, respectively, for each during the last year.
24. Resumes or a summary of the background and experience of the management team, which generally includes officers, directors, and key employees.
25. Details of the company's primary competitors.

Legal Documents

26. Copies of significant leases and loans, including notes receivable and notes payable (may have leases on coolers etc)
27. Copies of stockholder, partnership, or operating agreements, including any stock option agreements
28. Minutes of board of directors meetings (May not have any official minutes)
29. Copies of any buy-sell agreements and/or written offers to purchase or sell company stock.
30. Copies of key managers' employment contracts or ex-employee termination agreements (including non-compete agreements).
31. Copies of any major sales or purchase contracts.
32. Details of any litigation, including pending or threatened lawsuits.

33. Details of any employee benefit plans, including pension plans, profit-sharing plans, and employee stock option plans.
34. Reports of examination issued by government agencies such as EPA, OSHA, IRS, DOL, or EEOC.
35. Details of loan covenants or other contractual obligations or restrictions affecting the owners and the subject interest.
36. Copies of contractual rights and obligations of intangible assets, including licensing agreements, sublicensing agreements, nondisclosure agreements, development rights, and commercialization or exploitation rights.
37. Resumes or summary of the background and experience of all key personnel.
38. Copies of any other value indicators, such as property tax appraisals.
39. List of any trade organizations in the company's business.