

## **Business Valuation Document Request**

The following documents and other information are requested for the appraisal of equity in the "Company." If requested documents or information do not exist, simply indicate that such documents or information do not exist, as it is not our intent that you would have to create any documents that do not already exist.

### **Company Financial Information**

1. Complete financial statements, including all notes and supplementary schedules, for the five most recent year-ends for the Company.
2. Copies of the Company's corporate income tax returns for the past three years.
3. Copies of the most recent year-to-date interim financial statement for the Company and the financial statement for the same period ending in the prior year.
4. Copies of the Company's long and short-term budgets completed during the last three years.
5. Copies of the Company's current business plan or financial forecasts, if any.
6. Copies of the most recent fixed asset listing (depreciation schedule) for the Company.

### **Organizational Documents**

7. Summary of the Company's equity owners (by name) including the equity units owned by each individual or entity.
8. Schedule of all the Company equity transactions and the value of equity acquired or sold.
9. Copies of all independent equity valuation reports completed during the last five years.
10. Copies of all agreements between the Company and its equity holders or among the Company's equity holders that restrict or facilitate the transfer of equity in the Company.
11. Copies of all agreements granting anyone options or other rights in the Company's equity.

**Business Information**

12. What trade associations does the Company belong to or rely on for critical information regarding the industry?
13. Copies of brochures, catalogs, or similar material describing the Company's products.
14. Copies of agreements, if any, with the Company's major suppliers.
15. Copies of agreements, if any, with the Company's major customers.
16. Copies of licenses and/or dealership/franchise agreements required for operations.
17. Copy of lease(s) for facilities from which the Company operates, if any.
18. Copies of recent appraisals of real estate and of equipment owned or leased by the Company.
19. Copies of the most recent property tax bills for real estate and personal property owned by the Company showing the estimated fair market value of this property.
20. Summary of corporate-owned life insurance policies (e.g., face amount, insured, beneficiary, cash surrender value), if any.

**Questions Regarding the Company**

21. Within the geographic markets that the Company operates, what is the estimated market size and what is the Company's share?
22. Who are the Company's primary competitors? Identify by name and competitive products. Are any of these businesses publicly owned corporations?
23. Who were the Company's top five customers (as measured in gross dollars of sales) for each of the last three years? Please provide a list that notes each of the top five customers for each of the last three years and their revenues for that year.
24. What are the Company's credit policies for its customers?
25. Who were the Company's top five suppliers (as measured in dollars purchased from these suppliers) for each of the last three years? Please provide a list that notes each of the top five suppliers for each of the last three years and the purchases for that year.
26. Does the Company hold any patents, copyrights, licenses, purchased customer lists, or other similar intangible assets? If so, please describe or provide background information.

27. How many total employees (full-time and part-time) does the Company have? What is the numeric breakdown between regular employees and management?
28. Who are the individuals who hold key management positions with the Company? Please provide an organization chart for the Company that includes their name and job responsibilities.
- a. Separately, please list their backgrounds, experience, and education as well as their annual compensation (regular and bonus) for each of the last three years.
  - b. Are there any employment and/or non-compete agreements with any of these individuals? If so, please provide a copy of the agreement.
29. What are the Company's commitments for the next three years for fixed assets or other significant investments?
30. Does the Company have any contingent liabilities, such as:
- a. Pending or threatened litigation
  - b. Pending tax matters
  - c. Regulatory investigations
  - d. Guarantees of debt
  - e. Unfunded pension liabilities
  - f. Price redetermination or renegotiations
  - g. Antitrust matters
  - h. Discrimination issues