



Business Valuation Services - Initial Document Request List

Valuation date: October 31, 2013

1. Federal tax returns for the five years ending December 31, 2012.
And/or
2. CPA prepared financial statements for the five years ending December 31, 2012.
3. Year-to-date (YTD) financial statements as of 10/31/2013 and 10/31/2012).
4. Information regarding any unusual or non-recurring expense during the past five years and YTD 2013
5. Current ownership of the Company.
6. Owner and related party compensation for each historical period.
7. Fixed Asset listing
8. Shareholder agreements or operating agreements.
9. Information on business including:
 - a. Key management name and tenure.
 - b. Number of employees
 - c. Who are main customers?
 - d. Who are main competitors
 - e. How did economic slowdown impact business and has it recovered?
10. Location:
 - a. If property leased, is property owner a related party?
 - i. If owned by related party, what is estimated market value?
 - ii. What is rent?
 - b. If leased from third party, please provide a copy of lease.
11. Any cash flow forecasts or budgets that have been prepared for future years.
12. Pension Plan description.
13. Information on any other contracts that are material to operations, such as key employment contracts, or significant sales or purchase contracts.
14. Information regarding any prior sales of ownership interests.
15. Copies of any prior appraisals.

