

Initial Document Request – Business Valuation

Requesting Party:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: _____ email: _____

Company Information:

Name: _____

dba: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: _____ fax: _____

Data as of the Valuation Date: _____

Primary Financial Information

1. Annual financial statements for the past five years (audited or reviewed, if available). In electronic form if possible (e.g., QuickBooks backup file).
2. Any financial statements for the past twelve months that were issued to any outside entity (e.g. Bank, supplier, etc.).
3. Federal and state income tax returns for the last five years (e.g., 1120, 1120S, 1065, K-1).
4. The most recent financial and strategic forecasts, and sales, capital or operating budgets.
5. Organization chart (functional and ownership).
6. Ownership structure and summary (e.g., shareholders and ownership interests).
7. Complete list of subsidiaries or other businesses/partnerships where the subject entity has an ownership interest. Include any related financial statements and income tax returns for each subsidiary or business for the past five years.
8. Bank statements for all cash and cash equivalents accounts on the balance sheet for the last 12 months.

9. Accounts receivable aging report as of the valuation date, the month prior to the valuation date, and the previous year-end.
10. Depreciation schedule which provides the depreciation method, useful life and accumulated depreciation for fixed assets as of valuation date and the previous year-end.
11. Accounts payable aging report as of the valuation date, the month prior to the valuation date, and the previous year-end.
12. Credit card statements for all accounts for the last 12 months.
13. Loan agreements and amortization schedules.
14. Most recent business plan.
15. Detail of management compensation, including officers' and directors' compensation (separated by salary, bonus, benefits, etc.) for the past five years.
16. Summary of dividends or distributions paid during the last five years.
17. Any operating or management agreements, including amendments, in effect as of the valuation date.
18. Any agreements, including amendments, between related parties as of the valuation date. Please include any related party transactions and financial amounts involved.
19. Lease agreements in effect as of the valuation date.
20. Any additional agreements that specify restrictions on sales/purchases of stock or ownership interests, including buy-sell agreements.
21. Any appraisals performed within the last three years on the business enterprise, specific assets, inventory, intangible assets, real estate, etc.
22. Details on employee benefit plans, including profit sharing plans, employee stock ownership plans, and pensions.
23. Any key employee agreements or contracts.
24. Any pertinent contractual documents pertaining to intangible assets, including licensing agreements, sublicensing agreements, nondisclosure agreements, development rights, and commercialization or exploitation rights.