

VALUE CONSULTING GROUP
BUSINESS VALUATION INITIAL DOCUMENT REQUEST LIST

Company Name: _____

Completed By: _____ Date: _____

Please provide as complete a set of data as possible for the items listed below. If the requested documents or information do not exist, please indicate by writing N/A next to the appropriate box and return this document request list with the data. This may not be a final list. In the analysis of the information requested, additional questions will inevitably arise and additional information may be requested.

FINANCIAL DATA INFORMATION REQUESTS

- 1. Complete financial statements, including all supplementary statements and schedules, for the five most recent fiscal years.
- 2. Federal income tax returns, including all supporting statements and schedules, for the five most recent years.
- 3. Copies of the most recent interim financial statements, if available, and the financial statement for the same period ending the prior year.
- 4. Copies of long and short-term budgets completed over the past three years, as well as any current business plan, financial forecast, or projection, if any.
- 5. Schedule supporting the amount of owner/officer compensation reported on the income tax returns, or included within salaries and wages on the financial statements, over the past five years, detailed as to base salary, bonuses, and incentives for each officer.
- 6. Schedules summarizing sales by customer or sales to the top customers for the three most recent years.
- 7. Aging schedule of accounts receivable as of the date of valuation, if available.
- 8. Breakdown of inventory as of the date of valuation by product line and costing method (if LIFO, please provide the LIFO reserve), and an aging schedule, if applicable.
- 9. Copies of the detailed fixed asset register and depreciation schedule as of the most recent fiscal year-end, including a five-year depreciation forecast, if available.
- 10. Copies of recent appraisals of real estate or equipment owned or leased by the Company, if any.
- 11. Copies of the most recent property tax statements for real estate or personal property owned by the Company.
- 12. Summary of all Company-owned life insurance policies, including face amount, insured, beneficiary, and cash surrender value.
- 13. List of items comprising significant other asset balances as of the valuation date, including identification of any non-operating assets, or assets not essential to the core operations of the Company.

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COMPANY BACKGROUND INFORMATION REQUESTS

- 14. Brief summary of the business' history from inception, including operations, acquisitions, divestitures, competitive positions and unique characteristics of the business.
- 15. Please provide a breakdown of total employees (full and part-time) as of the date of valuation, by category (management, administration, etc.), and an organizational chart, if available.
- 16. Copies of any Company marketing materials.
- 17. Company internet web page address, if any.
- 18. List of trade associations to which the Company belongs and list of relevant trade publications, if any. Copies of relevant trade or government publications (especially market forecasts, operating statistics and compensation studies).
- 19. Copy of the front and back of the Company's stock certificate of the interest being appraised (or a sample if the actual certificate cannot be located).
- 20. Copies of any applicable corporate documents, including articles of incorporation, bylaws, operating, franchise or partnership agreements, and any relevant amendments.
- 21. Copies of all agreements, including buy-sell agreements, between the Company and its stockholders, or among the stockholders, which restrict or facilitate the transfer of stock in the Company.
- 22. A stockholder list identifying the number of shares each stockholder owns.
- 23. Schedule of all stock transactions (including gifts) over the last five years, including the value of the stock transferred, if any.
- 24. Copies of licenses required for operations.
- 25. Copies of agreements, if any, with major suppliers to the Company.
- 26. Copies of agreements, if any, with major customers of the Company.
- 27. Does the Company hold any patents, copyrights, licenses, or similar assets? If so, please describe or provide background information.
- 28. Copies of all independent stock valuation reports of the Company completed within the past five years, if any.
- 29. Copy of lease(s), if any, of the facilities from which the Company operates.
- 30. If any non-compete or employment agreements exist, please provide copies.
- 31. Information on Company employee benefit programs, including plans such as group life insurance; health insurance; disability plans; holiday, vacation, and sick pay; stock ownership.
- 32. Please provide a statement regarding the existence of any contingent liabilities, such as pending or threatened litigation; pending tax matters; regulatory investigations; sales subject to warranties; product liability; guarantees of debt; unfunded pension liabilities; price redetermination or renegotiations; antitrust matters; discrimination issues; or environmental issues.