

Document Request Checklist

Entity _____ Date Requested _____

Documents to be Copied (Items Checked):

- ___ Federal income tax returns for the most recent ___ years ending _____, including all attachments (Schedule C for proprietorships)
- ___ Financial statements prepared by *outside* CPA or bookkeeper for the same ___ year period
- ___ Financial statements prepared by *inside* accounting department for the same ___ year period
- ___ Interim financial statement as of the valuation date: _____
- ___ Interim financial statement as of: _____
- ___ One year projected financial statements (if available)
- ___ Five year projected financial statements (if available)
- ___ Depreciation schedules
- ___ Third party real estate appraisal
- ___ Third party equipment appraisal
- ___ Promissory notes payable with banks, owners, officers and other lenders
- ___ Real estate leases
- ___ Business plans and marketing plans (if available)
- ___ Sample advertising or promotional material describing the Company's or Practice's products or services
- ___ Monthly gross receipts tax reports from _____ to _____
- ___ Articles of incorporation
- ___ Bylaws
- ___ Stockholder and board of director minutes from _____ to _____
- ___ Partnership agreement
- ___ Employee stock ownership plan
- ___ Buy/sell or stock repurchase agreements
- ___ Written offers to purchase the business
- ___ Trade publications and articles dealing with valuation of businesses particular to this industry
- ___ Industry statistical surveys (operations, salary studies, etc.)
- ___ _____
- ___ _____

Questionnaires, Schedules, etc. to be Completed (Items Checked):

- ___ Management Questionnaire
- ___ Salary History Schedule (owners and key employees)
- ___ Organization chart
- ___ Management's prepared list of equipment and estimated current fair market values
- ___ Schedule of life insurance premiums paid by the Company for the most recent ___ years
- ___ Schedule of cash surrender values
- ___ Names and addresses of trade associations for the industry or profession
- ___ _____
- ___ _____

Access to the Following (Items Checked):

- ___ Aged accounts receivable listing at the valuation date
- ___ Inventory listing at the valuation date
- ___ Accounts payable listing at the valuation date
- ___ Bank statements from _____ to _____
- ___ Appointment books, customer base data, patient/client base data
- ___ Existing contracts: ___ employment agreements; ___ covenants not to compete; ___ supplier/franchise agreements; ___ customer agreements; ___ loan agreements; ___ labor agreements; ___ employee benefit plans; ___ lessor agreements; ___ equipment leases: ___ Other _____
- ___ Intellectual property: ___ patents; ___ copyrights; ___ trademarks/tradename; ___ other
- ___ _____