



Information Request List

Financial Documents

- Federal Tax Returns for the previous three to five years.
- Compiled, Reviewed or Audited financial statements for the previous three to five years.
- Accrual based year-end financial statements for the previous three to five years.
- Most recent year-to-date financial statements for this year and same period for last year.
- Accounts receivables and accounts payable schedules.
- Revenue breakdown by product or service line for the previous three to five years and year-to-date.
- Revenue breakdown by end market for the previous three to five years and year-to-date.
- Monthly financial statements for the previous three to five years and year-to-date.
- Key Performance Indicator (KPI) reports for the previous three to five years and year-to-date.
- Quality of Earnings (Q of E) report.
- One-year monthly projections
- Five-year annual projections.

Asset Documents

- Depreciation Schedule.
- Complete list of furniture, fixtures, and equipment to be included and excluded in the sale with an estimate of fair market value.
- Appraisals of furniture, fixtures, or machinery & equipment.
- Real estate appraisals.
- Environmental reports.
- Real estate leases.
- Description of all facilities including size, use, ownership, capacity in use, etc.

Company Documents

- Organizational chart.
- Shareholder or buy/sell agreements.
- Business plan.
- Marketing brochures.
- Price lists.
- Current contracts for products or services.
- Customer and supplier satisfaction surveys or feedback.
- Vendor contracts.
- Distribution or licensing agreements.
- Collective bargaining agreements.
- Employee training and development materials.
- Employee handbook.



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Company Information

- Company's legal name and legal structure.
- Overview of the company's history of significant events.
- Hours of operation.
- List of threats a buyer should be aware of.
- List of any intellectual property.
- List of trade associations and industry groups the company is a member of.
- List of top 20 customers by sales and length of relationship with each.
- Total number of customers broken down by geographic region.
- List of competitors inside and outside of the US.
- Information on historical M&A activities (both acquisitions and divestures) and their outcomes.
- List the company's strengths and weaknesses.
- List of opportunities for growth a buyer can capitalize on and what, if any, investment it would require.
- List of any environmental or safety regulatory compliances, audits, permits, or licenses required to operate the business.
- List of any pending or historical legal action.
- List of any contingent liabilities.
- Copy of product or service warranty information as well as claim history.
- List of key software and technology platforms used in the business operations and their functions.
- Description of the company's supply chain.

Employee Information

- List of full and part-time employees, average length of employment, and total compensation.
- List of union and non-union employees, average length of employment, and total compensation.
- List of special skills or licenses required of employees.
- List of any workers' comp claims in the past five years.
- List of key personnel including duties, length of employment and total compensation.

Ownership Information

- List of owners including their titles and respective percentage of ownership.
- List of owners' compensation, perks, additional compensation, duties, hours worked and cost of replacement for the past three years to five years.
- List of any non-working family members currently on the company's payroll and their compensation for the past three to five years.
- Length of training owner will provide to the buyer.
- List of any family members currently working in the business as well as their compensation, perks, additional compensation, duties, hours worked for the past three to five years.



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Financial Information

- List of any non-recurring or non-operating (unrelated to business operations) revenue or expenses.
- Description of any cyclical or seasonal factors associated with the company's revenue or profitability.
- List any terms of contractual revenue and percentage of total revenue.
- List any contracts associated with the government and any designations that are required such as minority ownership, woman ownership, or veteran ownership.
- List of current backlog and backlog for the same period last year.
- Average value of sellable inventory (at cost) on hand.
- Description of inventory tracking including frequency of physical inventory counts.
- Typical level of accounts receivable and payable.