



Valuation & Litigation Services, LLC

REQUEST FOR DOCUMENTS ON BUSINESS VALUATIONS

Please provide data up to and as of the date of valuation as requested below.

Case name _____
Date of valuation _____
Business name _____

Financial Statements

1. Annual financial statements for the last five (5) years.
2. Interim financial statements for the most recent trailing 12 months.
3. Federal income tax returns (and state returns, if applicable) for the last five (5) years.
4. Copies of any forecasts or projections.
5. List of subsidiaries or other businesses in which the subject company has an ownership interest, together with their financial statements for the last five (5) years.

Other Financial Data

6. Electronic copy of financial records including at least the past five (5) years of data (QuickBooks accountant copy or backup copy, Peachtree backup copy, or other Microsoft® Office Excel® compatible format). *To the extent that items #8 through #15 below are included in such format, they need not be provided separately.*
7. Bank account statements for all accounts considered “Cash and cash equivalents” on company’s balance sheet, including any and all copies of cancelled checks.
8. General ledger for the past two (2) years.
9. Aged accounts receivable listing as of the most recent month prior to the date of valuation and as of the previous year-end.
10. Fixed asset register or depreciation schedule as of the most recent month prior to the date of valuation and as of the previous year-end.
11. Accounts payable listing, preferably aged as of the most recent month prior to the date of valuation and as of the previous year-end.
12. Copies of sales, capital, or operating budgets.
13. Copies of any business plans.
14. Schedule of officers’ and directors’ compensation and company paid personal expenses for the past five (5) years.
15. Details of transactions with related parties.
16. Copies of current lease contracts.

17. Reports of other professionals:
 - a. Appraisals on specific assets.
 - b. Reports of other consultants.
 - c. Reports of independent auditors.

Other Operating Data

18. Brochures, price lists, catalogs, or other product information.
19. List of stockholders or partners, showing the amount of stock or percentage owned by each person.
20. Organizational chart.

Legal Documents

21. Copies of stockholder, partnership, or operating agreements, including any stock option agreements.
22. Copies of any buy-sell agreements and/or written offers to purchase or sell company stock.
23. Copies of key managers' employment contracts or ex-employee termination agreements (including non-compete agreements).
24. Details of any employee benefit plans, including pension plans, profit-sharing plans, and employee stock option plans.
25. Copies of contractual rights and obligations for intangible assets, including licensing agreements, sublicensing agreements, nondisclosure agreements, development rights, and commercialization or exploitation rights.

Other Company Data

26. Details of transactions in the company's stock during the last 5 years.