

BUSINESS DOCUMENT CHECKLIST

- () Financial Statements for past 2-3 years
- () Statement of Seller's Discretionary Earnings
- () Financial Ratios and Trends
- () Accounts Payable/Receivable Aging Reports
- () Inventory List with Value Detail
- () List of Fixtures, Furnishings and Equipment
- () Asset Depreciation Schedule from Tax Return
- () Supplier and Distributor Contracts
- () Client List and Major Client Contracts
- () Staffing List with Hire Dates and Salaries
- () Organization Chart
- () Business Formation Documents
- () Corporate Tax Returns for 2-3 years
- () Building or Office Lease

BUSINESS DOCUMENT CHECKLIST

- Equipment Leases
- Business Licenses and Certifications
- Insurance Policies
- Patents, Trademarks and Intellectual Property
- Outstanding Loan Agreements
- Product Descriptions and Price Lists
- Business Procedures Manual
- Employee Manual
- Marketing Strategy