

DOCUMENTS LIST NEEDED TO COMPLETE

THE VALUATION AND MASTER LISTING

- ___ Profit and loss statements and balance sheets for the last three years.
- ___ Latest interim financial statements.
- ___ Corporate tax return, Schedule C, or Partnership tax return for at least three years.
- ___ List of assets to be included in the sale.
- ___ List of assets to be excluded from the sale.
- ___ Schedule of all indebtedness of the business.
- ___ Details of any patents, copyrights, trademarks, or contracts of value.
- ___ Legal description of any real property included in the sale.
- ___ Details of lease agreements.
- ___ Any employment contracts, representative agreements, etc.
- ___ Organizational chart (job description and rates of compensation).
- ___ Details of any pension and/or profit sharing plans.
- ___ Details of all insurance policies.
- ___ Accounts receivable and Accounts Payable aging reports.
- ___ **Inventory information**
- ___ **Assets not appearing on the balance sheet.**
- ___ Brochures, ads, articles, web site address etc.
- ___ List of any contracts for services.
- ___ Any other data that you believe might be relevant to a buyer prospect

