



Document Checklist for Business Valuation:

- YTD Profit and Loss and Balance Sheet
- Previous 3 years P&L and Balance sheet
- Corporate tax returns (most recent 3 years)
- Buy/Sell Agreements/ Stock Purchase Plan
- Deferred Compensation Agreements
- Retirement/Pension plan documents
- Stock Options/Bonus Plans
- Corporate documents
 - Articles of Incorporation
 - By-laws
 - Shareholder Agreement
 - Operating agreement
- Names and brief descriptions of key employees/management/stake holders
- Current buy-out terms and agreement
- Prior valuations
- Name and contact information for corporate CPA and attorney



Business Overview Questionnaire

Company's Name:	
Company's Primary Address:	
DBA or Trade Name:	
Company's Website:	
Owner or Contact Name:	
Owner or Contact Phone:	
Emails for Contact Purposes:	
Company's SIC/NAICS code:	

If corporation, number of shares outstanding

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When was the Company founded?

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When did the current Ownership acquire the Company?

Type of entity? (C-Corp, S-Corp, LLC)

Describe the Company's principal business activity

Are there any intangible assets used in the business, such as patents, trademarks, professional licenses, permit, franchises or other Intellectual property? Please explain:

What are the Strengths and Weaknesses of the Company?



Given additional resources, what is the best way to grow the Company?

Purpose of this valuation?



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Number of shares to be valued

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% of interest to be valued

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List of Owners with % of ownership, position/daily responsibility and Compensation (for last 3 years [besides dividend])

Owner	% of Ownership	Position/Daily Responsibility	Compensation



Additional notes: