



The following is the documentation needed to perform an evaluation.

We assure you we understand the personal and confidential nature of your information; all information will be held in the strictest confidence. We have examined the records of thousands of businesses over the past twenty years and understand the nature of accounting used in small closely held businesses.

Provide as much of the following data as possible.

- 1) Most recent three (3) full years financial information include:
 - Complete business tax returns include all schedules;
 - CPA or internal year-end statements (P&L/Balance Sheets);
 - Current year-to-date statements (P&L/Balance Sheets).
- 2) List of assets; including all equipment, furniture and fixtures and a general description of major leasehold improvements. Depreciation schedules or lists used for insurance are adequate.
- 3) Copies/Detailed summaries of all financing and/or leasing agreements on business assets including the specific terms.
- 4) Copies/summaries of all real property leases. If property is owned provide as much detail as possible regarding the real property including any environmental assessments or appraisals, even if outdated.
- 5) Copies/summaries of any long-term contractual business arrangements, license, franchise, dealership, or employment agreements and specifics on any special licenses/permits or patents essential to continue business operations.
- 6) Copies of marketing material used, brochures, web addresses, etc.

After our initial review of the data we will generally need to spend 30-60 minute in telephone conference with you before completing our work.

Again, we assure you all data provided will be held in the strictest confidence.

Feel free to give me a call at (303) 758-4200 with any concerns or questions.