

Valuation Information Request

Thank you for helping us collect the data for your Company's valuation.

Please review our initial document request list below. Some items may not pertain to your company, and some items may not be readily available to you. In such cases, indicate *N/A* or notify us if other arrangements can be made to obtain the data.

*Please provide the company's financial statements to us as soon as possible so we can start with the preliminary analysis. Please provide P&Ls and balance sheets **on an accrual basis (if possible)** with moderate detail for each line item. The **date of valuation** for this engagement will be the same as the most recent interim financial statements provided.*

Please upload the documents to a Dropbox file sharing folder. Alternatively, you may email the files to elena@sfmadvisors.com or to joe@sfmadvisors.com.

FINANCIAL DATA

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Internally prepared financial statements (P&L & balance sheet) the LAST 5 YEARS
<input type="checkbox"/>	<input type="checkbox"/>	Reviewed financial statements for THE LAST 5 YEARS
<input type="checkbox"/>	<input type="checkbox"/>	Most recent interim financial statements (P&L and balance sheet), if any.
<input type="checkbox"/>	<input type="checkbox"/>	Federal corporate income tax returns and supporting schedules for THE LAST 5 YEARS
<input type="checkbox"/>	<input type="checkbox"/>	Internally prepared balance sheet for the last fiscal year
<input type="checkbox"/>	<input type="checkbox"/>	Sales projections or budget for the current year and next 4 years , if any.
<input type="checkbox"/>	<input type="checkbox"/>	Accounts payable/accounts receivable aging schedules as of the date of valuation .
<input type="checkbox"/>	<input type="checkbox"/>	Breakdown of total officers'/owners' compensation by salaries, bonuses, benefits, dividends, or distributions received during THE LAST 5 YEARS.

PRODUCTS AND MARKETS

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>	Strategic, business plans, and budgets.
<input type="checkbox"/>	<input type="checkbox"/>	List of the major products, services, or product lines of the business and copies of marketing materials (i.e., sales materials, catalogs, or other descriptive materials).
<input type="checkbox"/>	<input type="checkbox"/>	Description of major products or services added in the last two years (or anticipated) and current expectation as to revenue potential.
<input type="checkbox"/>	<input type="checkbox"/>	List of the names of all major customers and percentage of previous year's sales.
<input type="checkbox"/>	<input type="checkbox"/>	List of the names of all major suppliers and percentage of previous year's purchases.

OPERATIONS/ORGANIZATION

Yes N/A

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Corporate charter, articles of incorporation, and bylaws. |
| <input type="checkbox"/> | <input type="checkbox"/> | Any major covenants or agreements binding on the business (e.g., union contracts, capital leases, service contracts, product warranties, employment contracts). |
| <input type="checkbox"/> | <input type="checkbox"/> | Ownership interest structure as of the valuation date (total shares authorized, issued and outstanding, types of stock, stock ledger). |
| <input type="checkbox"/> | <input type="checkbox"/> | Any restrictive agreements on the sale or transfer of ownership interests (e.g., buy-sell, stock options). |
| <input type="checkbox"/> | <input type="checkbox"/> | Current organization chart including a description of the management team. Please indicate the number of full-time and part-time employees. |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of a producer non-compete agreement. |
| <input type="checkbox"/> | <input type="checkbox"/> | A statement of compensation structure and commission policy. |
| <input type="checkbox"/> | <input type="checkbox"/> | Managers'/owners' resumes or bios. |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the business lease. |