



## 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.
- \_\_\_ Inventory information
- \_\_\_ Assets not appearing on the balance sheet.
  
- \_\_\_ 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.
- \_\_\_ 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

