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**DOCUMENTS REQUESTED FOR BUSINESS VALUATION OF:**

**NO NAME CORP**

NOTE: In the event any requested document does not exist, please so indicate to avoid a repeat request.

Financial Statements

1. Annual financial statements for the 5 year-ends preceding the date of valuation.
2. Interim financial statements (if prepared) for the most recent 12 months and the preceding 12-month period prior to the date of valuation.
3. Federal business income tax returns (and state/city returns, as applicable) for the 5 year-ends preceding the date of valuation.
4. Copies of any forecasts or projections.
5. List of subsidiaries or other businesses (if any) in which the subject company has an ownership interest, together with their financial statements.

Other Financial Data

6. List of cash accounts and any significant cash investments.
7. Aged accounts receivable listing.
8. Copies of all invoices for purchases of materials in the five years preceding the date of valuation
9. Copies of all contracts with customers, and copies of all invoices rendered to customers, in the five years preceding the date of valuation.
10. Copies of all job proposals, whether or not accepted, in the five years preceding the date of valuation.

11. Copies of all applications submitted for bonding, if applicable, in the five years preceding the date of valuation.
12. List of items comprising finished goods and raw material inventory (quantity, description, and cost) and information on inventory accounting policies.
13. Fixed Asset register or depreciation schedule.
14. List of items comprising significant other asset balances (including tangible assets).
15. Accounts payable listing, preferably aged.
16. Analyses of significant accrued liabilities.
17. List of notes payable and other interest-bearing debt, together with associated debt instruments.
18. List of items comprising significant other liability balances.
19. Schedule of sales by product for each period that an income statement is provided.
20. List of accounts comprising significant major expense captions on the income statement, unless that data is presented on the income statement.
21. Copies of sales, capital, or operating budgets.
22. Copies of any business plans.
23. Schedule of officers' and directors' compensation for the five years preceding the date of valuation.
24. Schedule of key person life insurance
25. Reports of other professionals:
  - a. Appraisals on specific assets
  - b. Reports of other consultants
  - c. Reports of independent auditors
26. If QuickBooks is used for maintaining copies of books and records, kindly provide an electronic copy of the QuickBooks data file for the five years preceding the date of valuation. Otherwise, please provide detailed general ledgers for the five years preceding the date of valuation.

27. If QuickBooks is provided, Items 14,15,16, 18, and 20 do not need to be provided at this time, pending review of the QuickBooks data file.

#### Other Operating Data

28. Brochures, price lists, catalogs, or other product and service pricing information, to the extent such information is not available via the company website
29. List of stockholders or partners, showing the amount of stock or percentage owned by each person.
30. Organization chart.
31. List of five largest customers and suppliers and the total amount of sales and purchases, respectively, for each during the last five years.
32. Details of transactions with related parties.

#### Legal Documents

33. Copies of significant leases and loans, including notes receivable and notes payable.
34. Copies of stockholder or partnership agreements, including any stock option agreements.
35. Minutes of board of directors meetings.
36. Copies of any buy-sell agreements and/or written offers to purchase or sell company stock.
37. Copies of key managers' employment contracts or ex-employee termination agreements (including non-compete agreements).
38. Copies of any major sale or purchase contracts.
39. Details of any litigation, including pending or threatened lawsuits.
40. Details of any employee benefit plans, including pension plans, profit-sharing plans and employee stock option plans.
41. Collective bargaining agreement, if either entity is a union shop.

42. Reports of examination issued by government agencies such as EPA, OSHA, IRS, DOL, or EEOC.
43. Attorney's invoices/billing statements.
44. List and copies of all work permits issued for customer jobs in the last five years

Other Company Data

45. Details of transactions in the company's stock during the last 5 years.
46. List of any of the following:
  - a. Patents.
  - b. Copyrights.
  - c. Trademarks.
  - d. Similar intangibles.
40. Details of any contingent liabilities (such as guarantees, warrants, environmental liability or unfavorable position in derivative financial instruments) or off balance sheet financing (such as letters of credit).
41. Resumes or a summary of the background and experience of all key personnel.
42. List of any trade organizations the company is a member of.
43. Details of cash and property distributions made to stockholders, members and related parties for the past 5 year period.