
PROVIDENT VALUATION PROFESSIONALS, INC.

CREDENTIALLED BUSINESS VALUATION, FORENSIC ACCOUNTING AND LITIGATION SUPPORT SERVICES

Initial Request For Valuation Information and Documentation

Client Information

(If Not Already Provided Previously)

Name of Client	
Title	
Client Company Name	
Address	
City, State, Zip	
Telephone	Fax
Email	
Relationship of Client To Subject Company	

Subject Company Information

(If Not Already Provided Previously)

Subject Company Contact Name	
Title	
Subject Company Name	
Address	
City, State, Zip	
Telephone	Fax
Email	
Date Incorporated	Federal ID Number
No. of Shares Authorized	No. of Shares Issued & Outstanding
Is there only one class of stock?	Is all the stock common stock?
If no to any of the above, please explain	
If stock is restricted, please explain	

Recent Stock Sale Information	
Type of stock sold	Sold to
Percentage sold	Restrictions, if any
Type of stock sold	Sold to
Percentage sold	Restrictions, if any
Valuation Essentials	
Purpose of valuation	
Suggested valuation date	Number of shares to be valued
Percentage of shares to be valued	
Contact Person	
Name	Title
Address	
Telephone	Fax
Email	Cell
Subject Company Location	
Address	Lease / Own
Date Occupied Latest Facility	
Additional Financial Information	
Who generates financial statements? In house <input type="checkbox"/> CPA <input type="checkbox"/>	
If CPA, Audited, Reviewed or Compiled?	
If other, please describe	
How often are financial statements prepared?	
Explain any pending or threatened litigation	
Identify major customers	
Identify major suppliers	
Primary discretionary expenses	
Major non-recurring or extraordinary expenses	

Non-operating assets or liabilities
Has the company been denied credit?
If yes, please explain

Initial Document Request

Information for the respondent: This checklist is designed to be neither all-applicable nor all-inclusive to all valuation engagements. Rather, it is designed to be a data gathering tool to serve as a **starting point** for obtaining all the relevant information bearing on the valuation of the subject company. If an item of information is being provided, please check the appropriate box.

If an item does not apply, please indicate "N/A" to the left of the check box. Thank you.

Financial Statements

- N/A
- _____ Balance sheets, income statements, statements of changes in financial position and statements of stockholders' equity, preferably for last five years
- _____ Income tax returns for the same years
- _____ Latest interim statements and interim statements for comparable periods of previous year
- _____ Balance sheet and income statement as of the valuation date

Other Financial Data

- N/A
- _____ Summary property, plant and equipment list and depreciation schedule
- _____ Aged accounts receivable summary
- _____ Aged accounts payable summary
- _____ List of marketable securities and prepaid expenses
- _____ Inventory summary, with any necessary information on inventory accounting policies
- _____ Synopsis of leases for facilities or equipment
- _____ Any other existing contracts (employment agreements, covenants not to compete, supplier agreements, customer agreements, royalty agreements, equipment lease or rental contracts, loan agreements, labor contracts, employee benefit plans)
- _____ List of stockholders with number of shares and percentage owned by each
- _____ List of members of Board of Directors and title of each
- _____ List of employees and title of each
- _____ Schedule of insurance in force (key-person life, property and casualty, liability)
- _____ Prior year budgets or projections, preferably for the last five years
- _____ Projections of income statements and balance sheets for the future (next five years is preferable)
- _____ List of subsidiaries and/or financial interests in other companies

- _____ List and explanation of related party transactions between subject company and commonly owned or controlled businesses
- _____ Key personnel compensation schedule, including benefits and personal expenses
- _____ List and explain any contingent or off balance sheet liabilities (compliance requirements, etc.) If none, please provide written response to that effect.
- _____ List and explanation of any contingent of off balance sheet assets (patents, copyrights, etc.) If none, please provide written response to that effect.

Company Documents

N/A

- _____ Articles of incorporation, bylaws, and any amendments to either
- _____ Any existing buy-sell agreements, options to purchase stock, or rights of first refusal
- _____ Franchise or operating agreements, if any
- _____ If S Corporation, copy of latest valid IRS determination letter in effect
- _____ ESOP Plan document and any amendments
- _____ All ESOP related agreements, including stock purchase agreements restricting the transferability of shares
- _____ Notes or loans payable or receivable by all parties

Other Information

N/A

- _____ Organization chart
- _____ Personnel profile: number of employees by functional groupings, such as production, sales, engineering, research and development, accounting, customer service, field support, and so forth
- _____ Any indication of asset values, including latest property tax assessments and any appraisals that may have been performed
- _____ List of customer relationships, supplier relationships, contracts, patents, copyrights, trademarks, and other intangible or off-balance sheet assets
- _____ Any filings or correspondence with regulatory agencies
- _____ Information on prior transactions in the stock or any related party transactions, including linking legal documents and nature and dependency of related party transactions and arrangements
- _____ Number of shares to be transferred to the ESOP and the timetable of the transfer of remaining shares, if any, in the future
- _____ Any other information that has not been covered above that may have a bearing on the valuation of the company (please list below)

Thank you for providing us this information. If you have any questions or concerns, please feel welcome to contact us.

Provident Valuation Professionals, Inc.

Secure Correspondence:

U.S. Post Office Box 1120
Lake Forest, CA 92609-1120

Orange County Administrative Center:

24101 Angela Street
Lake Forest, CA 92630

Telephone (949) 716-4875

Facsimile (949) 583-0161

Email Info@ProvidentValuationProfessionals.com

Internet www.ProvidentValuationProfessionals.com