

*This checklist provides an outline of the information you'll need to obtain a clear picture of your business.*

## Financial Information

- Last three – five years profit and loss statements
- Last three – five years balance sheets
- List of all liabilities, including outstanding loans and payoff information, creditors and contingent liabilities (e.g., pending lawsuits, environmental liabilities).
- Profit and cash flow projections
- Balances in all company bank accounts, including trust accounts
- Leases (e.g., property, equipment)
- Tax issues

## Company Information

- Ownership information, including date company was formed, type of entity, number of shares owned by each owner and who has a controlling interest
- Information about family members working for the company, including role, compensation and fringe benefits
- Information about company management, including confidentiality and nondisclosure agreements, key man insurance and employment contracts
- Average number of employees for the past three to five years along with their roles (e.g., sales, service, clerical)
- Tangible assets (e.g., inventory, real estate owned, equipment owned)
- Intangible assets, including legal rights, licensing agreements, nondisclosure agreements and other contractual obligations
- Locations

## Market Information

- Company's current market share
- List of competitors and their estimated market share
- Product differentiators
- Size of market
- Pricing strategy
- Barriers to market expansion

## Information Analysis

- Profit margins
- Business stability