

Valuation Pre-Engagement Data Request

Contact and Business Information:

Owner/Officer Name(s) and % Ownership Interest:	
Email Address:	
Phone Number:	
Business Entity Legal Name:	
Business Address:	
Business Website:	
Brief Business Description and NAICS Code(s):	
Business Entity Type:	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> S Corporation <input type="checkbox"/> C Corporation <input type="checkbox"/> Other (Please describe) _____
Valuation Purpose:	<input type="checkbox"/> Potential Sale <input type="checkbox"/> Corporate Planning <input type="checkbox"/> Tax/Estate Planning <input type="checkbox"/> Other (Please describe) _____

Please select if any of the following applies to the business entity:

Have you had a valuation of your business in past 5 years? If so, please provide a copy. Do you have an idea of what your business may be worth, based on a previous valuation or any other sources? Please provide: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Long-Term Debt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Different Classes of Stock?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does Management make forward looking projections?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Subsidiaries (foreign or domestic)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, how many subsidiaries do you have?		
Stock Option Plans or Option Agreements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Related party lease(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Buy-Sell, Shareholder, or Partnership Agreements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Defined Benefit Plan(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stock/Ownership transactions – last five years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does/do the owner(s) have employment agreement(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please provide the following financial and legal documents:

Internal Financial Statements, Excel format – last five years in ONE document, please, showing year by year comparisons until current YTD. (Please see instructions for how to export this data from QuickBooks).	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
Trailing Twelve Months Income Statement, in Excel format	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
Corporate tax returns – last three fiscal years	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
Buy-Sell/Shareholder/Partnership Agreement and Bylaws (if applicable)	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
List of Fixed Assets and Depreciation Schedule	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A

Dropbox

We will send you a secure Dropbox folder where you can upload all requested documents. If your business uses QuickBooks, please export the requested financial statements as follows:

Instructions for Exporting 5 Years of Financials into Excel as a YTD Comparison

1. Reports
2. Standard
3. Balance Sheet (Or Income Statement) → Customize
4. Report Period: Custom 01/01/2019- Today's Date
5. Under Rows/Columns → Change Columns to “Years”
6. Run Report
7. Upper Right Hand Corner → Export to Excel

Please reach out with any questions or concerns.

Email: Amanda at amonschein@stratusbusinessadvisors.com

Phone: Call Sam at +1 301 873 4602

Thank you!