



FREE BUSINESS VALUATION

ALL INFORMATION HELD IN THE STRICTEST CONFIDENCE

Name:	Business Name:
Phone Number:	Address:
Email:	City:
WebSite:	State:

BUSINESS SELLER'S INFORMATION CHECK LIST

In order to effectively provide a business valuation, copies of the following documents are needed by the listing office as soon as possible:

- Financial Statements (Profit & Loss and Balance Sheets), (last three fiscal years)
- Interim Financial Statement, (this fiscal year)
- Business / Corporate IRS Tax Return, (last three years)
- If Real Estate Owned - Real Estate Market Value & Property Taxes
- If Real Estate Leased - Lease Terms & Rate, including renewal options
- List of furniture, fixtures, equipment, including estimated "fair market value"
- Employee titles, job functions, hours worked, and wages/salary
- List of owner functions, hours owner works
- If a franchise, franchise royalty %, term remaining

Upon receipt, we will respond within 48 hours with your Free Business Valuation.