

The following information is required to begin this appraisal activity:
(Additional information may be requested to complete the appraisal.)

1. Financial Statements for the last five fiscal (tax years) and tax returns for the five-year period.
2. Aging of Accounts Receivable amounts due on a 30-60-90 Day Basis, as of the end of last two fiscal years.
3. Opinion as to probable Bad Debts as of latest statement.
4. Outline of Inventory procedures and the Physical Inventories as of the end of the last two fiscal years.
5. Identification of items comprising any Deferred Asset Accounts or Contingency Accounts.
6. Accountant's Depreciation Schedule as of the last two fiscal years.
7. Basis of compensating officers and owners over the last five years.
8. Categorization of current employees by function—Office, Customer Service, Engineering, Maintenance, Etc... plus wage range and rate information by department.
9. Break Down of Revenues by Major Customers Groups for last three fiscal years.
10. List of insurances carried, claims made in the last two calendar years, and any other pertinent insurance related information.
11. A list of any technical information, trademarks, copyrights, or licenses held by the partnership.
12. An identification of any government relations that effect the company.
13. A debt schedule and supporting documents that includes all commercial loans and lease agreements.
14. An identification of any other factor which could affect or change the operation in the future, such as a major equipment purchase or the loss of key personnel and/or customers.
15. A copy of the present Workmen's Compensation rating information.
16. A copy of the present Unemployment Compensation rating information.
17. List of all underground and above ground storage tanks by type, size, and use..
18. Copy of all real estate and equipment appraisals competed within the last five years.
19. A summary of any pension plan and the annual benefit valuation summary for each officer or owner who is a participant in the plan.
20. A copy of all buy-sell, option, or consulting agreements.
21. A complete list of all ownership interests and the relationship of these parties, along with all transaction history for the past ten years.