

**DOCUMENTATION ORGANIZER
FOR
BUSINESS VALUATION**

1. Determine type of organizational structure and obtain copies of organizational documents:
 - a. C Corporation / sub-S Corporations – copies of Articles of Incorporation, By-laws, corporate minutes, Stockholders' Agreements, Buy-sell Agreements; any other restrictive covenants governing transferability; or
 - b. Partnership / LLC / LLP – copies of Partnership Agreement, Operating Agreement, Buy-sell Agreements, any other restrictive covenants governing transferability.
2. List all owners, each owner's interest in the Organization, position in the Organization, age and applicable licenses held by each owner. List all members of management who are not owners and describe their qualifications and age.
3. Copies of all employment and/or non-competition agreements.
4. Copies of any documents promising future distribution of ownership interests such as employment agreements, stock option plans, warrant agreements, bonus or employee benefit plans.
5. Three years of the Organization's financial statements, including Balance Sheet, Income Statement, and Statements of Cash Flows.
6. Three years of the Organization's tax returns.
7. The Organization's current year financial plan.
8. Copies of any business plans prepared by the Organization.
9. Detailed listing of real estate and other fixed assets owned by the Organization.
10. Obtain agings of Accounts Receivable and Accounts Payable as of the end of the last fiscal year and the most recent interim period available.
11. Copies of all debt Agreements.
12. Copies of all employee benefit plans.

13. Copies of all material (i.e. contract value in excess of \$10,000) contracts.
14. Copies of recent marketing materials of the Organization.
15. Number of customers or patients served in each of the last three fiscal years. Summary of revenues by type of service in each of the last three fiscal years.
16. Copies of material insurance policies including recent premium data. Listing of professional liability claims in each of the last three fiscal years.
17. Listing of any pending or threatened legal claims or assessments.
18. Copies of all correspondence received from regulatory or governmental agencies.