

COLUMBIA FINANCIAL ADVISORS, INC.

DOCUMENTS & INFORMATION REQUEST

FINANCIAL STATEMENTS:

- _____ Financial statements for the past five fiscal years
- _____ Interim financial statements for the current and prior year period
- _____ Corporate income tax returns for the past five years
- _____ All budget forecasts and business plans developed by the management and/or outside consultants

OTHER FINANCIAL DATA:

- _____ Equipment list and depreciation schedules as of the last fiscal year end or latest interim period end
- _____ Aged accounts receivable list as of the last fiscal year end or the latest interim period end
- _____ Aged accounts payable list as of the last fiscal year end or the latest interim period end
- _____ If inventory is accounted for on LIFO basis, LIFO reserve for the last six fiscal years and the most recent interim period
- _____ Copies of any significant lease agreements
- _____ Copies of any other important contracts (employment agreements, customer contracts, covenants not to compete, supplier and franchise agreements, and labor contracts), either currently in existence, or contemplated.
- _____ Compensation schedule for owners including all benefits and personal expenses for past five years
- _____ Schedule of insurance in force (key-man life, property and casualty, liability)
- _____ Any real estate, building, machinery and equipment appraisals of the company performed over the past five years.
- _____ Any appraisals of the company's stock performed over the past five years

COMPANY DOCUMENTS:

- _____ Articles of incorporation or partnership agreement, bylaws, and any amendments to either
- _____ Any existing buy/sell agreements, shareholder agreements, options to purchase stock, or rights of first refusal, information related to any other restrictions on the sale of stock
- _____ A list of all shareholders as of the valuation date and the number of shares each owned (if there is more than one class of stock, this should be broken down by each class). Indicate which shareholders are officers or directors or the company and any related shareholders.
- _____ Board of Director and Shareholder Meeting minutes for the past year.
- _____ ESOP Documents and employee benefit plan information.

OTHER INFORMATION: *(If not readily available, this information will be gathered in management interviews).*

- _____ Marketing literature (catalogs, brochures, advertisements, etc)
- _____ List of competitors, with location, relative size, any other relevant factors
- _____ List of major customer and supplier accounts, with annual dollar volume for each, for the last two years
- _____ Resumes (or list) of key personnel, with age, position, compensation, length of service, education, and prior experience
- _____ Trade associations to which the company belongs or would be eligible for membership
- _____ Relevant trade or government publications
- _____ Any existing indications of asset values, including latest property tax assessments
- _____ Any contingent or off-balance-sheet assets or liabilities (pending lawsuits, compliance requirements, warranty or other product liability, pension plan surpluses, etc.)
- _____ A listing of all prior transactions in the company's stock, the price, terms, number of shares, and parties involved in each
- _____ Information on any outside third party offers to purchase the entire company
- _____ Status of employee union agreements and/or master trade union agreements
- _____ Number of employees, grouped by salaried, hourly, part time or otherwise

