

## THE EXITMAP® EXPRESS™ DOCUMENTATION CHECKLIST

In order to properly plan, we need to compile complete financial information about your company. If you are considering a sale to a third party, expect this documentation to be subjected to due diligence. If you choose an internal transfer of the business, this documentation will be used to support valuation assumptions.

No information about your business will be disclosed to any third party without a signed confidentiality agreement. If you operate with multiple entities, this information will be needed for each.

Please provide the following:

- Balance Sheet Year-to-Date
- Minimum three (3) years of Year-End Balance Sheets
- Profit & Loss Statement Year-to-Date
- Minimum three (3) years of Internal Profit & Loss history
- Minimum three (3) years of Federal and State tax returns
- Articles of Incorporation, formation, or similar organizational documentation
- Shareholder Buy/Sell agreements
- Sellers Discretionary Cash Flow (we will assist in preparing this)
- Overview of existing Estate Plan