

NBA BUSINESS PLAN CLIENT CHECKLIST

In order to prepare the business plan for your company, please provide the following documentation; if available (you can be assured that the information will be kept strictly confidential):

1. Financial statements, including tax returns for five years, plus year-to-date statements.
2. A separate list of expense line items that would be considered, Discretionary, Non-Essential or Non-Recurring to future operations or expenses that are personal in nature and can be added back to Profit
3. A detailed equipment list (FF&E) with cost, depreciation and estimated fair market value
4. Intangible assets that would transfer to a new owner, i.e. intellectual property, patents, licenses, trademarks, royalty agreements
5. Employee list including: Hire Date, Job Description & Title, Pay Rate, etc.
6. Resumes of key management if in place, If not, a description position(s) that need to be filled by a new owner
7. Copy of premises lease, or copy of most recent real estate appraisal, if applicable
8. Copy of franchise or dealership agreement, if applicable
9. Summary of existing loans and financing agreement(s)

To be provided in the Client Questionnaire:

10. A brief history of the business
11. Product(s) information
12. Definition of customer base
13. Information about major competitors
14. Future potential (if you were staying with the business, what things would you do to increase sales and profits?)
15. Major strengths
16. Weaknesses (if any)

***If you have any questions, please contact Lance Schmidt @ (949) 598-0986
National Business Appraisers, Inc.***

23120 Alicia Parkway • Suite 200 • Mission Viejo, California • 92692