 **INITIAL VALUATION ITEMS NEEDED**

In order for us to conduct a preliminary market valuation of your business, it will need a few items from you. Please complete all sections and then provide the materials /documents requested to us by e-mail. Estimates are fine for now. Please provide the financial information in a MS Excel format if possible. If you do not have that ability, we will convert it from pdf to Excel. Please zip the files into one attachment if possible. Upon receipt of the materials, someone will contact you if there are questions. All information provided will be held in the strictest confidence and covered by the Non-Disclosure Agreement included in this package. Print this form.

**1. COMPANY INFORMATION**

|  |  |
| --- | --- |
|  | Company Name Click or tap here to enter text. |
|  | Address Click or tap here to enter text. Suite # |
|  | City Click or tap here to enter text. ST enter text. Zip enter text. |
|  | Office Phone Click enter text. Ext Cell Phone enter text. |
|  | e-mail Click or tap here to enter text. |
|  | No Office Locations Total Employees (Full Time Equivalents)  Company Start Year Co Type (S, C, LLC, Sole Prop, Partnership)  Primary Service Type/s (Describe)  Primary Office Leased Owned. If owned, est. value $ enter text. |

0

**2. SHAREHOLDER/S**

|  |  |  |
| --- | --- | --- |
|  | Name Percent Owned | |
|  | Name Percent Owned | |
|  | Name Percent Owned |
|  | Name Age text. Percent Owned |
|  | Name Age text. Percent Owned |
|  | Name Age text. Percent Owned |
|  | Name Age text. Percent Owned |

**3. KEY MANAGEMENT**

|  |  |
| --- | --- |
|  | Which employees do you consider “key management”, who would be capable of running the operation after a sale of the business. Include yourself. Put name, Years of employment, professional license (P.E., CIH, AIA, etc) management ability from 1-5 with 5 being highest and 1 being weakest. Indicate whether the person plans/willing to stay with the company for at least two years after the sale. Base Annual Salary will be used for inputs in the valuation model, so if the salary is unusually high or low, please note in comments and tell us what salary you expect post sale. |
|  | **Name** Click or tap here to enter text.  Professional License/s enter text. Base Annual Salary $ enter text.  Yrs of Employment text Mgmt Skill Level text Stay 2+ Years? |
|  | **Name** Click or tap here to enter text.  Professional License/s enter text. Base Annual Salary $ enter text.  Yrs of Employment text Mgmt Skill Level text Stay 2+ Years? |
|  | **Name** Click or tap here to enter text.  Professional License/s enter text. Base Annual Salary $ enter text.  Yrs of Employment text Mgmt Skill Level text Stay 2+ Years? |
|  | **Comments or Explanations**: place in the box at the end of this form  **4. FINANCIAL INFORMATION & DOCUMENTS** |
|  |  |
|  | **Your Fiscal Year End** Click or tap here to enter text. (month and day, e.g. December 31) |
|  | **Accounting** on which basis? Cash  Accrual |
|  | **Financial Statements** are Audited  Reviewed Compiled |
|  | **Accounting System Used** Click or tap here to enter text.  **Business Cyclicality** – Approximately what percent of revenue on average falls in each of the four (4) fiscal quarter?  1st Quarter text. 2nd Quarter text. 3rd Quarter text. 4th Quarter text.  Please submit with this form copies of the following in MS Excel. If that can’t be done, send in other form. The income statements should be with enough line items so that recasting of personal and “one time/non-recurring” expenses can be done by item. If you can’t produce them with that level of line items, you will need to provide a description on a separate file describing all personal expenses and the estimated amount by each of the preceding three (3) years as well as any generally non-recurring or onetime expenses with a description of what it was for. Without this information, it is impossible to estimate EBITDA which goes into the valuation.  End of year income statements for 2017, 2018 and 2019  End of year balance sheets for each of the preceding 3 years  Most current balance sheet  Most current year to date Income statement and estimation for end of year 2020  What is your average **Accounts Receivable Aging** in days? text.  (If you do not know how to calculate this, please attached an AR Aging Report)  **Estimated/Projected Revenue** for 2020 $ enter text. for 2021 $ enter text.  Estimated **Capital Expenditures** for equipment (that which is not show as expenses but is capitalized for depreciation purposes for each of the following years (est for 2018-2019)  2017 $text. 2018 $ text. 2019 $ text. 2020 $ text. 2021 $ text.  **Personal/Non-Recurring Expenses**. What percentage of your variable and fixed expenses on your income statements on average represent items that would not normally be incurred if you didn’t own the company but were owned by another company, ie, personal related, semi personal, one time or very infrequently occurring for each of the following years? Estimate only  2017 text. % 2018 text. % 2019 text. % 2020 text. %  **Backlog**. Approximately how much do you currently have in backlog? That is a total of signed /committed contracts for work that has not yet been started PLUS all work left to be completed on projects that have already commenced? $ text.  **5. COMMENTS** |
|  |  |
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|  | Please provide any comments, descriptions, clarifications below. |
|  | Click or tap here to enter text. |
|  | Please submit this form and attachments or zipped file to: valuation@eenginuity.com |
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