

# DAM, SNELL AND TAVEIRNE, LTD.

## Certified Public Accountants

### Prepare Your Business For Sale Checklist

#### Checklist of documents needed to "Prepare Your Business For Sale."

##### Financial Records

- Historical Financial Statements (for the five most recent years)
- Federal Tax Returns (for the five most recent tax reporting years)
- Interim Financials (for the most recent reporting period)
- Prospective Financial Statements
- Schedule Of All Indebtedness Of The Business
- List Of Cash Accounts & Cash Investments
- Accounts Receivable Aging Report
- Inventory Listing (noting quantity, description, and cost)
- List Of Items Comprising Significant Other Asset Balances
- Accounts Payable Aging Report
- List Of Notes Payable
- Analysis Of Significant Accrued Liabilities
- Summary Of Jobs-In-Progress Report
- List Of Property And Equipment (with depreciation schedule)

##### Employee Related

- Organization Chart (including job descriptions and rates of compensation)
- Copies Of Any Employee Benefit Plans
- Key Managers' Employment Contracts
- Schedule Of Officers' And Directors' Compensation
- Schedule Of Key Employee Life Insurance Policies

##### Legal Documents

- Copies Of All Insurance Policies
- Copies Of Any Patent, Copyright, And/Or Trademark Documents
- Documents Relating To Any Current, Pending, Or Threatened Litigation
- Articles Of Incorporation, Stockholder, Partnership, and Buy/Sell Agreements
- Loan And Lease Agreements
- Sales And Purchase Contracts
- Purchase And Sale Agreements Involving The Company's Stock
- Legal Description Of Real Property Included In The Sale

##### Miscellaneous

- Brochures, Price Lists, Catalogs, And Other Product Information
- Data On Customers And Suppliers
- Appraisal Of Property And Equipment
- Schedule Of Any Related Party Transactions and/or Agreements

##### NOTE:

This list is not intended to be all-inclusive and not all items may apply to your business.

Dam, Snell & Taveirne, Ltd. is a full service Public Accounting Firm. Skip McCann, CPA, CVA is responsible for Valuation and Litigation services. Joe Modica, CPA is responsible for Management Consulting services. For further information on preparing your business

for sale, or if your considering purchasing a business, call **Skip at (847) 367-4448** or **Joe at (847) 367-4448**.

After printing [Click Here](#) to return to previous page.}