



REQUEST FOR ADDITIONAL INFORMATION

Brokerage Company Name

Thank you for trusting the sale of your business to us. In order to complete our file on your business and to prepare our presentation information and marketing program, we will need the following items that have been checked:

Profit and Loss Statements for the years: _____

Balance Sheet on the business for the years: _____

Federal Income Tax Returns (including Schedule C if proprietorship) for the years:

Corporate Return

If Proprietorship, Personal Federal Income Tax Returns including Schedule C for the years:

Copy of the Lease and related documents, such as any assignments of the lease

Current list of the Furniture, Fixtures & Equipment with estimated present worth of each item

Copy of the Franchise Agreement

Documentation on the following loans against the business:

Publications

Aging of Accounts Receivable

Other: _____

Name, address and telephone number of outside professionals



REQUEST FOR ADDITIONAL INFORMATION

Attorney:

Attorney Name

Company Name

Street Address

City, State, Zip

Telephone

Fax

Email

Company Name

Street Address

City, State, Zip

Telephone

Fax

Email

Other:

Name

Accountant:

Accountant Name

Company Name

Street Address

City, State, Zip

Telephone

Fax

Email

Company Name

Street Address

City, State, Zip

Telephone

Fax

Email

Agent Contact Information:

Agent Name