



## **DUE DILIGENCE INFORMATION REQUEST LIST (Short Form)**

**Materials requested relating to due diligence in preparation of an offer of investment.**

**The term "Assets" refers to assets used in the operation of the Company.**

<i>Information requested</i>	<i>Status</i>
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### **I. Company**

1. Legal structure chart, including a list of all subsidiaries, joint ventures and divisions.	
2. Ownership structure, including details of any options, warrants or redemption plans.	
3. Brief biographies for all executive officers. Years of experience and tenure with Company for other senior management and key members of sales force.	
4. List of the Board of Directors & their Bios.	
5. List of top five competitors for each major product/application.	
6. Schedule describing all facilities in which the company operates including location, age, size and % of capacity utilized. Owned or leased? Include lease expiration dates.	
7. List of top ten customers by product line for the last two years, including the year each relationship was established, dollar volume and % of total product line sales. (if available)	

### **II. Market Information**

1. Documentation (external and/or internal reports) providing basic information about the size and growth rates of the industry and markets served by the Company.	
2. Domestic and international market share data for the Company and its largest competitors, both current and historical.	

### **III. Financial**

1. Complete financial projections for the next 5 years including income statement, balance sheet, statements of cash flow and all assumptions used in the derivation of these projections. Please include detail by product & service.	
2. Consolidating financial statements for the last two years and year-to-date.	
3. Audited financial statements for the last two years. (if available)	
4. Unaudited financial statements for the last four years, (if available).	
5. Revenue pipeline.	



6. Schedules of historical (3 years) and forecasted capital expenditures (5 years) broken down by major category. Categorize Capex as maintenance or growth.	
7. Schedule of all short term and long term debt (including capitalized leases, guarantees, earn outs and other contingent liabilities) as of the end of the current fiscal year.	
8. Current accounts receivable aging report.	
9. Description of major write-offs, if any, during the last 3 years and current provision for losses.	

**IV. Legal**

1. List of all litigation, proceedings or investigations, either current or pending.	
2. Schedule of all patents, trademarks, trade names, copyrights, licenses, etc.	

**V. Other**

1. Listing of major insurance policies, properties/amounts covered and deductibles.	
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CONFIDENTIAL