



SCHEDULE OF REQUESTED DOCUMENTS

Financial Statements and Income Tax Returns

1. Federal and State income tax returns for the last 5 years. The returns must include all supporting schedules, statements and elections.
2. Annual accountant prepared financial statements for the last 5 years including:
 - a. Income Statement
 - b. Balance Sheet
 - c. Statement of Cash Flows
 - d. Financial Statement Notes
3. Annual internally prepared financial statements for the last 5 years.
4. Current years' year-to-date (YTD) internal financial statements.
5. The Company's general ledger for the last 5 years in Electronic Format.

OTHER FINANCIAL DATA

1. Accounts receivable aging report with payor detail for the most recent year end.
2. Accounts receivable aging report with payor detail for the current year-to-date period.
3. List of inventory and description of accounting treatment (LIFO, FIFO, etc.).
4. List of fixed assets and the depreciation schedule. For each fixed asset the list should indicate the date of acquisition and the purchase amount.
5. Schedule of real estate investments.
6. List of all subsidiaries and their annual financial statements for the last 5 years.
7. List of all other businesses in which the Company has a financial investment and their annual financial statements for the last 5 years.

8. Accounts payable aging report.
9. List of all notes payable. For each note please provide the name and address of the lender, the original amount of the note, the interest rate, the term of the note, any scheduled balloon payments, any loan covenants, and a payment schedule for each note.
10. List of all shareholders in the Company and the amount of shares owned by each shareholder including age of each shareholders.
11. Schedule of historical stock transactions, including dates, prices per share, number of shares transacted by class of stock, and basis for the price per share.
12. A breakdown of sales, by product or service, for each of the last 5 years.
13. If not shown in the income statements, a breakdown of cost of goods sold and operating expenses for each of the last 5 years.
14. A schedule showing, by Company officer, all direct compensation and bonuses for the last 5 years.
15. A schedule showing, by Company officer, all payments made by the Company into a pension fund on behalf of the officer for the last 5 years.
16. A schedule showing, by Company officer, all payments made by the Company for health insurance on behalf of the officer for the last 5 years.
17. A schedule showing, by Company officer, all payments made by the Company for life insurance on behalf of the officer for the last 5 years.
18. A schedule showing, by Company stockholder, all distributions made for the last 5 years.
19. A schedule showing, by Company stockholder, all loans made to stockholders for the last 5 years.
20. Copies of all signed and dated loan documents for loans made to stockholders.
21. Copies of forecasts or projections made by the management of the Company or its consultants. This must include projected capital expenditures and debt amortization schedules.
22. Copies of any and all business valuation/appraisal reports that were prepared within the last 5 years.
23. Copies of any and all appraisal reports that were prepared within the last 5 years for any real estate or other assets reflected in the business's financial statements during that time period.
24. Schedule and description regarding any related party financial and business transactions, such as loans, guarantees, leases or client relationships.
25. Schedule of any off-balance sheet liabilities (guarantees, leases, lawsuits, insurance settlements, etc.).

26. All documents relating to stock option plans including plan documents and vesting schedules.
27. All documents relating to restricted stock units (RSUs) including plan documents and vesting schedules.
28. All documents relating to compensation plans of any kind resulting in current or deferred value including plan documents and vesting schedules.

OTHER REQUESTED DATA

1. Copies of leases where the Company is either the lessee or the lessor.
2. Copies of buy/sell agreements involving ownership interests in the Company.
3. Copies of the Stockholder's Agreement
4. Copies of articles of incorporation, bylaws, amendments, and minutes of the Board of Director's meetings for the last 5 years.
5. Copies of partnership agreements.
6. Details of any pending litigation involving the Company as either plaintiff or defendant.
7. Copy of all employment agreements, non-compete agreements, consulting agreements, management agreements, and income distribution plans in use
8. The organization chart for the business and key management biographies and/or resumes.
9. Marketing brochures and promotional materials.
10. Completed