General / Financial Information

1. Purchase agreement and all associated schedules and exhibits.
2. Final financial projections of sales, earnings and cash flow for the company used to support the purchase price.
3. Management presentations made by the company in relation to its purchase.
4. Due diligence report(s) (internal and / or external).
5. Most current version of the opening balance sheet for the Company, including estimated fair values of all tangible assets and liabilities included in the sale.
6. Flow of funds / Sources and Uses summary.
7. Organizational chart of the company including key personnel.

Trademarks / Trade Names

1. Review the historical revenue stream for the last 3 to 5 years utilizing the trademarks / trade names determine expectations for the future.
2. Perform a qualitative review of how critical ongoing success of the company is impacted by the trademark / trade name and determine how the company would be impacted if it could no longer utilize these assets.
3. Review of any third-party licensing agreements applicable to any of the trade names/trademarks.

Patents

1. Based upon the description of the technology, divide the technologies into logical groups by function or design.
2. For each of these patent groups, review historical and project expected future revenues and earnings for the product lines which rely upon them.
3. Review of following information about each group:
    a. Description of any new enhancements currently in-process
    b. Date of implementation
    c. Estimate the useful life
    d. Identify any industry trends and/or competitive pressures that may affect the useful life
    e. Details of any technology the company has licensed in or out

Non-compete Agreements

1. Determine if the subject of the agreement were to compete would it have a material negative impact on the company’s operations.
2. Determine how the company’s operations would be negatively impacted (e.g., loss of revenue, increase to expenses, etc.) if the subject of the agreement competed.
3. Even though certain individuals could have a negative impact, various factors (age, wealth, health, desire) may lower the probability that they would actively compete. Based on those factors, develop an estimate of the probability that each individual would compete.

Assembled Workforce

1. Utilize a listing of all the Company's employees as of the closing date of the transaction that has the following information:
    a. Annual salary
    b. Employee benefit levels
    c. Estimated hiring and recruiting costs (often estimated as a $ value per employee or a % of total annual compensation, by job function)
    d. Estimated training period and level of productivity over this period. For example, the Company may have a three month training period for new supervisors and they are estimated to be 50% productive (on average) over this training period. This training period is expected to be lower for low skilled jobs (1-2 months) and higher for executive positions (3-12 months).

If benefit levels are not available by employee, estimates as a percentage of total salary are often used for employee benefit levels. Oftentimes, this is provided as a different percentage for different types of employees. Note that this data does not need to be provided for each individual employee. Categories of employees with common characteristics are often presented as a group (e.g., accounting, HR, general labor, etc.).

Customer Related Intangible

1. Understand the nature of the company's customer relationships by determining:
    a. What customers generate revenue every year?
    b. Which customers have periodic needs for services?
    c. Which customers nonrecurring?
2. Determine if the company's experience with a particular customer gives it a competitive advantage when that customer has future needs.
3. Understand any contractual agreements with any customers.
4. Determine the most important factors that the company's customers consider (e.g., price, reputation, quality).
5. Analyze detailed customer revenue information for as long a period as available including customers lost (customer turnover). The objective is to identify the length of time and frequency customers remain. The following is an example of the format that could be used for this information:

	2010	2011	2012	2013	2014
Customer Name					
Customer A					
Customer B					
Customer C					
Customer D					
Other					
Total Revenue					