

BUSINESS ACQUISITION CHECKLIST

#	<i>consideration</i>	<i>Done</i>	<i>Comments</i>
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A) Understanding the Deal

1	Obtain a complete description of the business		
2	What are you buying? Is this an asset or a share deal?		
	a) if a share deal, obtain a description of the shares being acquired		
	b) if an asset deal, obtain a list of assets to be purchased.		
3	If this is not a complete business what is required before you can open for business		
4	Who is the vendor, and what is the reason for selling?		
5	What is the purchaser's strategy for the business?		
6	Have the purchaser and vendor struck a deal and if so what are the terms (ie letter of intent)?		
7	Has the purchaser sought professional advice-who are the advisors?		

B) Information Required

1	Three most recent years' annual financial statements		
2	Interim Financial statements for the period since the last year end.		
3	Most recent income tax returns (corporate if an incorporated business, personal if not)		
4	Major contracts and agreements		
5	Organization chart, or list of employees.		
6	Description of Assets (age, serial # and estimated value)		
7	Vendor's financial projections and budgets		
8	Aged receivables and payables		

