

**Quick Valuation information request**

**GENERAL**

- 1. What is the purpose of this valuation?  
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- 2. Please provide a brief description of the business?  
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.....  
.....
- 3. When was the business established?  
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- 4. Did the owner establish it?  Yes  No
- 5. How long have has the current owner owned the business?  
.....
- 6. Is the business a (✓ tick)
  - Franchisee /Licensee
  - Franchise Master or Licensor
  - Independent

**FINANCIAL INFORMATION**

7. Please provide as much of the following financial info as possible:

	2017 (to date)	2016	2015	2014
Sales				
Net Profit Before Tax				

**INTELLECTUAL PROPERTY**

8. Does your business own any special or unique intellectual property like patents or designs or similar? Provide details

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9. Does the business require the owner to possess any special licences or accreditations?.....

10. Attach Profit and Loss Statements and Balance Sheets for current year and two previous years.

11. Does the owner predict that sales revenue for the next year will be: (✓ tick)

Tick (✓)	
	Same as latest year,
	Around 5% better,
	More than 5% better,
	Around 5% worse,
	More than 5% worse?

If much better or worse, explain

why.....

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.....  
.....

12. Attach any adjustment to the financials that you might have, in the way of explanation of personal items in the expenses. If in doubt, consult your accountant.

**PLANT AND EQUIPMENT**

13. What is the depreciated value of the equipment?

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14. If you believe it is worth more or less than the depreciated value, please state estimated value.

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15. What is the approximate value of the stock?

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**OWNER / DIRECTOR INVOLVEMENT**

16. Does the owner work in the business, if so what are the hours and involvement?

17. How important is the owner to the business on a score of 1 to 10?

1 2 3 4 5 6 7 8 9 10

18. What were the wages and those of related persons including superannuation for each of the latest 3 years?

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**CUSTOMER AND SUPPLIER INFORMATION**

19. What percentage of sales is represented by each of the top five clients of the business?

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20. Do you have a choice of suppliers or must you buy from just one?

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21. Are there any contracts with customers or suppliers? If so, please elaborate.

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**PREMISES**

22. Do you have a lease longer than 5 years, including options (or own the property)?

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23. Are your current premises critical to your business?

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**STAFF**

24. Are you staff in general paid, below, on or above the award?

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25. Are any of your staff members considered "key staff"? If so how difficult would it be to replace them?

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.....

**SYSTEMS**

26. Do you have operations manuals and procedures in your business?

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What other systems are there in your business?

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.....  
.....

**INFORMATION TECHNOLOGY**

27. As far as IT is concerned are you Below, On or above average as far as your industry is concerned

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**COMPETITION**

28. With respect to your industry rate the competitiveness of the industry:

29. High Average or Low

.....

**SWOT ANALYSIS**

30. List the main points under each category with reference to your business.

Your strengths.....

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Your weaknesses

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