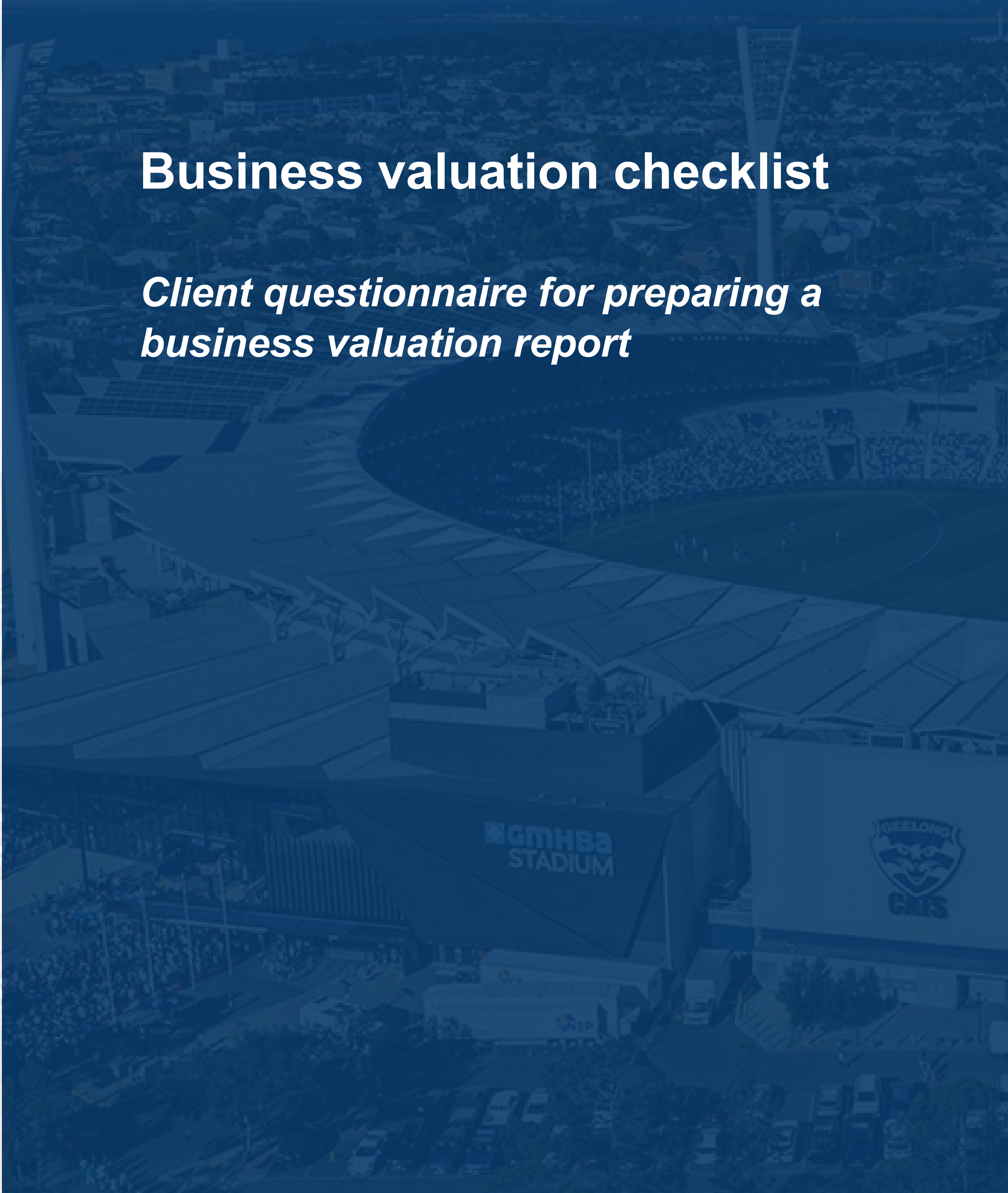
SME Valuations

Business valuation checklist

Client questionnaire for preparing a business valuation report



SME Valuations

#	Questionnaire for valuation report	Response
General		
1.	What is the ownership / entity structure?	
2.	Are there any related entities and what do they do (how involved with the business)?	
3.	How much of the entity / business do you own?	
4.	What is your role in the business?	
5.	Do any other owners or family members work in the business and what are their roles?	
6.	How long have you been involved in the business?	
7.	Do you consider yourself important or critical in the operation of the business?	
8.	How many hours do you work per week on average?	
9.	Are you able to take holidays from the business?	
10.	Who manages the business in your absence?	
11.	Do you have a shareholder agreement or trust deed?	
Business matters		
12.	Provide a brief overview of the business (trading name, products / services, staffing, business plans)	
13.	When did the business start trading?	
14.	Who are your key competitors?	
15.	How do you market or promote your business and products / services?	

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16.	What do you consider the top five risks to be?	
17.	What do you consider the top five strengths of the business?	
18.	What is your point of difference to competitors?	
19.	What are your key products / services?	
20.	What are your plans for the next 12 months and three years?	
21.	Has anyone approached you to buy the business?	
22.	Describe any key customers	
23.	Explain how you determine pricing for products / services	
24.	Describe any key suppliers	
25.	Do you have any key staff members?	
26.	Do you have any contracts with customers / suppliers?	
27.	How many staff do you have?	
28.	Have you developed or do you use any intellectual property? (software, trademarks, patents, copyright)	
29.	Do you have any intellectual property / products / services that are yet to generated any income?	
30.	Is there anything else you want to share or consider important?	
Financial		
31.	Explain any growth or decline in trading in recent years	
32.	Have any key changes been made in the business? (new staff, locations, products, equipment, loss of staff or	

#	Questionnaire for valuation report	Response
	customers)	
33.	Were there any abnormal events or costs in the last three financial years?	
34.	Can you estimate the impact of each of these events?	
35.	How much cash do you consider is needed for everyday trading?	
36.	What is the outlook for trading for the next 12 months to 24 months?	
37.	Do you have a target / estimate for next years' sales and profit?	
38.	Do you need to replace or invest in anything major in the next 12 to 24 months?	
39.	How / how much are you paid each year?	
40.	If you were paid a commercial wage, what is your estimate of this per year?	

#	Date completed	
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Business Valuation Services

SME Valuations (and predecessor business) has been performing private business valuations since 2017, with the teams' experience of more than 20 years in the industry.

We perform valuations for:

- Tax and compliance
- Family law and other disputes
- Commercial transactions
- Financial reporting and impairment testing
- Value benchmarking
- Succession planning
- Ownership changes and employee shares
- Internal decision making.

Our industry experience spans retail, commercial, real estate, manufacturing, professional services, logistics, health, and IT.

We regularly work with accountants, lawyers and business owners in identifying and understanding value.

We are an independent business valuations firm.

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