



CERTIFIED SUMMARY REPORT

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TRANSWORLD
Business Advisors

CERTIFIED SUMMARY VALUATION



About this Report

Certified Summary Reports are typically 65 pages in length and provide a condensed version of the information provided in a Certified Detailed Valuation Report.

Summary reports can be easily read to quickly understand the valuation of the company. Ideal for acquisitions, divestitures, IRS submissions, partner disputes and bank loan reports when substantiating information is needed to be presented to third parties.

Benefits

- Prevents the needless loss of money by not fully understanding the value of your business;
- Reduces unnecessary delays if the business is over priced;
- Avoids the risk of sitting through a negotiation where the counterparty pokes holes in the valuation.

Report Cost

Report Type	\$
Certified Summary Report Single Entity with less than \$5M revenue; Delivery in 4 weeks or less	\$5,900
Add-Ons	\$
Financials Transcription to .XLS format	\$600
Rush Orders	<ul style="list-style-type: none">• \$1,500 (3 weeks or less)• \$2,500 (2 weeks or less)• \$3,500 (1 week or less)
Complex Companies	<ul style="list-style-type: none">• \$1,600 (\$5-10M Revenue)• \$3,400 (10-20M Revenue)• \$5,000 (\$20-50M Revenue)• Quote (\$50+ Revenue)
Additional Legal Entity - same or similar industry with separate financials	\$1,900 / entity
Site Visit	\$175 / hr. + travel

WHAT WE'LL NEED FROM YOU



Business Profile

✓ Contact Info (name, title, address, email)

✓ Business Details

- Legal business name
- DBA, if applicable
- NAICS Industry Code
- Company website
- Type of legal entity

✓ Transaction History

- Has the business been previously appraised?
- Has the business received any written or oral offers in the last five years?
- Have there been any transactions involving interests in the company in the last five years?

Nature & History of the Business

✓ Company Background

- Brief history/background of the company and why it was started
- Major historical events of the company
- Current number of employees / contractors
- Principal activity of the company
- Type of legal entity (sole proprietorship, LLC, partnership, C-Corp, etc.)
- Owners and their percentage of ownership

✓ Products & Services

- Products/services (indicate proprietary nature, if any).

✓ Customers & Market

- Customer(s) description
- Top 5 customers and annual sales from each last year
- Expectation of any changes to top five customers and their associated revenues
- Market area or region
- Marketing and advertising strategy description
- Nature of seasonal or business cycles

✓ Competition & Differentiation

- Company's major competitors.
- Comparison in size and market share to competitors
- Ease of entrance to industry
- Company's product/service differentiation from competition.
- Company's competitive strengths.
- Company's weaknesses.

✓ Management

- Key members of management and compensation (salary, bonus, etc) for each
- Turnover in management over last five years.
- Employee benefits
- Employment contracts in place

- ✔ Operations & Facilities
 - Capacity relative to the current operating levels
 - Shifts and days per week
 - Buildings and/or machinery owned or leased
 - Equipment, including business information systems
 - Condition of the equipment and systems
 - When equipment is likely to be replaced
 - Potential local, state or national initiatives for new regulations that may impact the business

Industry & Financial Information

- ✔ Industry
 - Company's NAICS Industry Code(s).
 - Business entity tax method (owner's tax return, partnership, S Corp, C Corp, disregarded entity, etc)
 - Entity or person who prepares the company's financial statements
 - Fiscal year-end of the Company (December 31st or another date)
 - Prepared budgets or forecasts
 - Planned future capital expenditures
 - Short- or long-term sources of credit used in the last five years
 - Pending or threatened litigation
 - Non-operating assets and liabilities (vacant land, cash portion of life insurance, etc.).
 - Assets not in use

Minimum Required Documents

- ✔ Annual financial statements, in Excel format, for the last five years (or since inception if less than 5 years)
- ✔ Interim financial statements, in Excel format, for the most recent 12 months, provided by month

Important: Financials to be submitted in Excel format or charges will apply for manual data entry into Excel format. Include all historical years of the P&L onto one worksheet and the same for the balance sheet. Here are the instructions on how to do this using QuickBooks.

