



# Rocky Mountain Capital

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## **Pre-Qualification Checklist**

Business Acquisition – **Seller** (Target Business)

Prepared for:

Prepared by: Bob Heffner, 406-251-5861

Date:

\_\_\_ **Confidential Business Review, or Offering Memorandum** (if available)  
CBR, OM, or similar document may be available, providing a summary overview, including history of business, introduction to the industry and specific market, and important accounting and personnel issues.

\_\_\_ **Letter or Memorandum of Intent, OR Outline of Proposed Purchase, OR Suggested / Appraisal-Based Purchase Price** This should set forth the key terms of the sale, including (a) purchase price, (b) whether a stock or asset sale, (c) items included and excluded from purchase, and (d) allocation of price by major asset categories (real estate, furniture/nondurable equipment, vehicles & durable equipment, inventory/AR, good will and other intangibles). For initial screening, this may be an unsigned draft or outline.

NOTE: pre-screening may be done on the basis of a suggested or appraisal-based price, prior to emergence of an actual purchase proposal

\_\_\_ **3 yrs federal tax returns** complete, with **all** schedules and attachments

\_\_\_ **Interim year-to-date financials (income statement and balance sheet)--current within 60 days**

\_\_\_ Income Statement (P&L)      \_\_\_ Balance Sheet

NOTE: at this date, we should be working on the basis of *[enter month ending 30-45 days before date of checklist]*. If *[month]* is not available, YTD financials through *[prior month]* are acceptable for initial screening.

\_\_\_ **Accounts Receivable Aging** Provide detailed A/R statement, showing separate line item with aging of amounts due for each account, summing to total A/R (with aging category totals). Same date as the current year-to-date balance sheet Totals must match balance sheet.

\_\_\_ **Accounts Payable Aging** Provide detailed A/P statement, showing separate line item with aging of amounts due for each account, summing to total A/P (with aging category totals). Same date as the current year-to-date balance sheet Totals must match balance sheet.

\_\_\_ **2008 Interim Income Statement**, through same month as the 2009 interim financials, above (for year-over-year comparison). Balance sheet not required.

**DELIVER TO:**      Robert Heffner      RMC      269 West Front Street      Missoula MT 59802  
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