



Buyer's Due Diligence Checklist

- A history of the company
- Tax Returns for the last three to five years
- P&L Statements for the last three years
- A list of key employees and a brief description of their functions
- Current monthly payroll data
- Information on employee benefit programs
- List of current vendors and suppliers
- List of Furniture, Fixtures & Equipment (FF&E)
- Estimate of Current Inventory
- Copies of Lease Agreements
- Copies of any other leases, such as copy machines or other equipment