



## Valuation Order Form & Check List

To order your valuation or obtain a quote, please complete this form and email to [info@advivo.com.au](mailto:info@advivo.com.au) along with the required information (see below).

Date:
-------

**Your Details:**

Name	
Phone number	
Address	
Email address	

**Business Details**

Business full name	
Business structure (Company, Partnership, Trust) Include a copy of documents.	
What is being valued? Company, Business, Intellectual Property?	
Purpose of valuation including users of valuation report	
Business address	
Business website address	
Trading names, brands etc.	
History of business. Include how many years the business has been established. When additional sites opened etc.	
Premises – Owner, copy of lease. How many years are remaining on the lease of these premises? Renewal options?	
Clear description of products and services/core activities	
Please advise the details of business owners currently working in the business and their working arrangements? Family members on salary etc.	

How many employees does the business have? Provide schedule including remuneration, start date and accrued entitlements	
Estimated value of business or asking price?	
Estimate value of stock? (if applicable)	
Aged debtors listing and history of bad debt write offs	
Details of any government grants/taxation offsets	
Does the profit & loss statement include a wage to the owner(s)? If so, please advise how much they are paid per year.	
Detailed work in progress if applicable - WIP history/days	
Detailed inventory listing if applicable - stock history days on hand/turn over. Stock obsolescence history?	
Detailed client/customer base listing including rankings, turnover and any special arrangements. Customer profile if applicable	
Detailed debtor history & performance report if applicable - history/days/collection cycle	
Detailed supplier listing, including supplies/ services provided and any special arrangements including incentives/rebates, copies of service agreements i.e. IT support, telephone, website hosting etc.	
Distribution channels - Direct sales, agents, resellers (include agreements if applicable)	
Does the business import/export?	
Strategic alliances/buying groups/co-operatives	
Details of intellectual property - Patents, trademarks, domain names, logos etc.	
Details of any disputes/claims or litigation that may affect the business or its reputation	

**Additional Information**

What do you consider are the strengths of the business?	
What do you consider are the weaknesses of the business?	
What do you consider are the opportunities of the business?	
What do you consider are the threats of the business?	

Estimated value of business or asking price?	
Estimate value of stock? (if applicable)	
Risks - Current or potential market/industry/ economic/legislative or political influences	
Seasonality?	
Details of systems and processes, quality assurance etc. (if applicable)	
Specific skills or qualifications required to operate the business, i.e. builders license, RSA, RSG/RCG, Food & Safety, etc.	
Copy of all licenses/franchise agreements in applicable (i.e. Health, council, environmental etc.)	
Please provide any other additional information about the business you think may be relevant:	

### Financial Statements Required

Profit & Loss (P&L) Statements for the past 3 years	
Details of Profit & Loss adjustments - extraordinary payments i.e. Family salaries, personal expenses, insurances & other payments or income not explicit in P & L	
Balance Sheet for the past 3 years	
Interim P&L and Balance Sheet for the current year (if available)	
Interim management accounts & BAS lodgments, preferably on a month by month basis.	
Budgets or forecasts for current/future year/s (if available)	
Most recent business Tax Return (if available)	
Depreciation Schedule (if the business has substantial plant & equipment) or listing of Plant & Equipment	
Departmental accounts if applicable	
Financial analytics, if available, i.e. breakeven point etc.	
ATO portal printout	

### Contact details:

Advivo Accountants and Advisors

Leon Stephan

PH: (07) 3226 1800

E: [info@advivo.com.au](mailto:info@advivo.com.au)