

Data Request List

1. Monthly P&L statements 2020-2024 directly from accounting system
2. General ledger detail for all accounts 2022-2024
3. Accounts receivable aging reports for last 24 months
4. Bank statements and reconciliations for all accounts 2022-2024
5. Fixed asset register with depreciation schedules
6. Tax returns (federal and state) 2020-2023
7. Monthly sales by product line (Printing/Mailing vs Signage) 2022-2024
8. Cost of goods sold detail by category 2022-2024
9. Equipment list with purchase dates, costs, and maintenance records
10. Production capacity reports and utilization data 2022-2024
11. Supplier agreements for top 10 suppliers (Spicers Paper, Konica Minolta, Grimco, etc.)
12. Equipment maintenance logs and service contracts
13. Production workflow documentation and standard operating procedures
14. Inventory reports showing turnover and aging
15. Customer list with revenue by customer 2022-2024
16. Sales pipeline and opportunity reports
17. Customer contracts for top 20 customers
18. Marketing materials and website analytics reports
19. Sales commission calculations and agreements
20. Corporate formation documents and bylaws
21. Real estate lease agreement for 440 Tesconi Circle facility
22. Insurance policies and coverage summaries
23. Any pending or threatened litigation documentation
24. IT infrastructure documentation and network diagrams
25. Software licenses and subscription agreements
26. Online ordering platform documentation and user statistics
27. Data backup and disaster recovery procedures
28. Employee roster with titles, tenure, and compensation
29. Employee handbook and HR policies
30. Key employee agreements for VP Finance, Project Manager, and Production Manager
31. Customer concentration analysis by industry segment
32. Geographic revenue breakdown by county
33. Customer retention and churn analysis
34. Equipment appraisals supporting \$642,000 FMV estimate
35. Environmental assessments for facility