**SUPPLEMENTAL COVID-19**

**COMPANY VALUATION QUESTIONNAIRE**

1. What is the current status of the business?
	1. Is your business classified as an Essential Business?
	2. Are you temporarily shut down?
	3. Do you have limited hours?
	4. Is this regional, statewide, etc.?
2. Have you laid off employees, especially key employees?
	1. If so, what is the process or cost to rehire, train, etc. or will replacements be hired?
3. Did you receive Payroll Protection Funds?
	1. How much was provided by PPP?
	2. What percentage of your employees did you retain?
	3. Are you using 8 weeks or 24 weeks for the period of the PPP loan?
	4. What are the dates of the period being used for the PPP loan?
	5. Please provide a copy of your loan note with your PPP bank.
4. Are you seeking forgiveness for the PPP loan?
	1. How much do you foresee as being deemed forgivable?
	2. What is the breakdown of how the PPP fund were used?
		1. Payroll =
		2. Rent =
		3. Mortgage Interest =
		4. Utilities =
	3. For any amount that is not being forgiven:
		1. Do you intend to pay off in 2 or 5 years?
		2. When is the start of your payments?
	4. Please provide the documentation provided to the bank for loan forgiveness.
5. Have there been any loss of customers or disruption in the production or supply chain?
	1. When you do re-open, can you get products to sell?
	2. Are your customers still in business?
6. What will the ramp up time be to get back to normalized revenue/cash flow once the US is “Open for Business”?
7. What are the normal working capital requirements on a monthly basis?
8. What are those requirements on a modified operational structure?
9. Have you put together a 12-month projection post-closing that takes into consideration the COVID-19 impact?
10. Does this projection take into consideration “ramp up time”, hiring/training/re-opening?
11. Do you have any business loss or business interruption insurance? If so, have you had an attorney review it? And if so, have you filed a claim?
12. Estimated capital expenditures needed in future years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2020** | **2021** | **2022** | **2023** | **2024** |
| Estimated Capital Expenditures | $ | $ | $ | $ | $ |

1. Please assist in providing inputs to developing a financial projection for the business. In years 2020 – 2024, provide a percentage increase/decrease from prior year. If you feel the increase will match the expected inflation rate, specify “CPI”.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **2019** | **2020** | **2021** | **2022** | **2023** | **2024** |
| Revenue | $ | % | % | % | % | % |
| COGS – Materials | $ | % | % | % | % | % |
| COGS – Labor | $ | % | % | % | % | % |
| Operating – Payroll | $ | % | % | % | % | % |
| Operating – Executive Comp | $ | % | % | % | % | % |
| Operating – Employee Benefits | $ | % | % | % | % | % |
| Operating – Rent | $ | % | % | % | % | % |
| Operating – Repairs & Maintenance | $ | % | % | % | % | % |
| Operating – Utilities | $ | % | % | % | % | % |
| Operating –  | $ | % | % | % | % | % |
| Operating –  | $ | % | % | % | % | % |
| Operating –  | $ | % | % | % | % | % |
| Operating –  | $ | % | % | % | % | % |
| Operating – All Other | $ | % | % | % | % | % |
| Interest Expense | $ | % | % | % | % | % |
|  | $ | % | % | % | % | % |
|  | $ | % | % | % | % | % |
|  | $ | % | % | % | % | % |
|  | $ | % | % | % | % | % |
|  | $ | % | % | % | % | % |
| Estimated Capital Expenditures Needed ($000) |  | $ | $ | $ | $ | $ |