



(SCHEDULE OF LOAN PACKAGE DOCUMENTS)

Description	Supplied	Supplied
Accountant	by Client	by Accountant
1. History of Company	_____	_____
2. Key Employee resumes	_____	_____
3. Company data sheet	_____	_____
4. Business plan	_____	_____
5. Current financial statement	_____	_____
6. Prior years end financial statements (Past 3 years if in business)	_____	_____
7. Personal financial statements	_____	_____
8. Tax Returns (Corporate & Personal) (Past 3 years)	_____	_____
9. Compilation of projections	_____	_____
Income Statement	_____	_____
Balance Sheet	_____	_____
Cash Flow	_____	_____
Notes to statements	_____	_____
10. Industry business ratios	_____	_____
11. Accounts receivable aging as of _____	_____	_____
12. Accounts payable aging as of _____	_____	_____
13. Major suppliers	_____	_____
Name		
Address		
Phone Number		
Contact Person		
14. Major customers	_____	_____
Name		
Address		
Phone Number		
Contact Person		
15. Equipment List	_____	_____
16. Total Inventory	_____	_____