

## WORTHMETRIX™ DOWNLOADABLE INPUT SHEETS

Dear Customer:

In case you would like to prepare your input off-line, or have someone provide some part or all of your input data, or have someone else input the data into the WorthMetrix™ website, the Input Forms on the next five pages below are provided to you as a downloadable pdf, which can also be printed out.

Please note that the following pages are formatted differently than the website to make your off-line use easier and more compact, BUT you will find that the pages track exactly with the Input Forms on the WorthMetrix™ website.

Should you or anyone working with you on input have any question on any of the line items or otherwise, please refer to our Instructions under the *Our Product* Tab on the Home Page of our website.

Thank you for your interest and your patronage.

Sincerely,

The WorthMetrix™ Team

Your email address: \_\_\_\_\_

Label Report As \_\_\_\_\_

Date of Input: \_\_\_\_\_

**OPERATIONS FORM**

FIRST INPUT FORM OF FOUR (1 PAGE)

**FINANCIAL STATEMENT DATA:** Please give financial data for latest Five (5) years (or fewer years if preferred). To begin, click the dropdown menu for the number of years and select how many years' data you will be inputting. For any partial year, we urge you to please estimate off-line the full year's data. For further details refer to [INPUT INSTRUCTIONS](#).

	4 Yrs. ago	3 Yrs. ago	2 Yrs. ago	Last Year	Current Yr.
Year:	20_____	20_____	20_____	20_____	20_____
Total Assets	_____	_____	_____	_____	_____
Total Liabilities	_____	_____	_____	_____	_____
Operating Revenues	_____	_____	_____	_____	_____
Cost of Operations	_____	_____	_____	_____	_____
Total Overhead	_____	_____	_____	_____	_____
Interest Expense	_____	_____	_____	_____	_____
Other Income	_____	_____	_____	_____	_____
Other Expenses	_____	_____	_____	_____	_____
Income Taxes	_____	_____	_____	_____	_____
Distributions or Dividends	_____	_____	_____	_____	_____
Depreciation	_____	_____	_____	_____	_____
Amortization	_____	_____	_____	_____	_____
Owner Compensation	_____	_____	_____	_____	_____
Capital Expenditures	_____	_____	_____	_____	_____
Debt Repayment	_____	_____	_____	_____	_____

**BALANCE SHEET DATA FORM**

SECOND INPUT FORM OF FOUR (1 PAGE)

Month-end of Fiscal Year: \_\_\_\_\_ Present Combined STATE & LOCAL Income Tax Rate \_\_\_\_\_%

OTHER BALANCE SHEET STATISTICS: Please fill in from latest Balance Sheet:

<u>Description</u>	<u>Please Fill In</u>	<u>Explanation</u>
Cash & Equivalents	\$ _____	<i>Cash and Liquid Investments</i>
Receivables	\$ _____	<i>Accounts Receivable less Reserves</i>
Current Assets	\$ _____	<i>Total Current Assets</i>
Current Liabilities	\$ _____	<i>Total Current Liabilities</i>
Debts	\$ _____	<i>Exclude accruals &amp; payables</i>

[Remainder of this Page Blank]

More to Follow

## **QUESTIONNAIRE DATA FORM**

### **THIRD INPUT FORM OF FOUR (3 PAGES)**

**RISK FACTORS:** Check one best choice for each of the 22 questions. Please do not skip any question as that is likely to yield inaccurate results. Thank you!

#1 The TIME the Company has been in Business is:

- 1 Year or Less
- More than 1 Year up to 3 Years
- More than 3 Years up to 5 Years
- More than 5 Years up to 10 Years
- More than 10 Years

#2 The Current LEADERSHIP Has Been In Charge of the Company for:

- 1 Year or Less
- More than 1 Year up to 2 Years
- More than 2 Years up to 3 Years
- More than 3 Years up to 5 Years
- More than 5 Years

#3 The Management's DEPTH is:

- Minimal
- Slight
- Average
- Deep
- Very Deep

#4 The Number of OWNERS of the Company is:

- 2
- 3
- 4
- More than 4
- 1

#5 The Long-Term Overall OUTLOOK for the Company is:

- Very Dim
- Dim
- Average
- Bright
- Very Bright

#6 The State of the ECONOMY Has This Effect on the Company:

- Very Great
- Substantial
- Average
- Limited
- Minimal

#7 The Impact of the Level Of INTEREST RATES on the Company is:

- Very Great
- Substantial
- Average
- Limited
- Minimal

#8 The Impact of the Rate Of INFLATION on the Company is:

- Very Great
- Substantial
- Average
- Limited
- Minimal

#9 TECHNOLOGY and Innovation in the Company's Field Changes:

- Very Rapidly
- Rapidly
- At an Average Rate
- Rather Slowly
- Very Slowly

#10 CONCENTRATION of combined Revenues of 3 Largest Customers is this Percent of Revenues:

- 50% or More
- At least 20% but less than 50%
- At least 10% but less than 20%
- At least 5% but less than 10%
- Less than 5%

#11 The COMPETITION the Company Faces is:

- Very Great
- Substantial
- Average
- Limited
- Minimal to None

#12 The Company's CUSTOMERS Tend To Be:

- One-time buyers
- Uncommitted
- Average Loyalty
- Loyal
- Very Loyal

#13 The Company's PRODUCT LINE(S) (and/or Services Availability) is/are:

- Obsolete
- Backward
- Average
- Advanced
- Industry Leader

#14 The Company's Dependency on a Limited Number of SUPPLIERS is:

- Very Great
- Substantial
- Average
- Limited
- Minimal to None

#15 The Percentage of Employees Who Are UNION Members is:

- From 50% to 100%
- At least 25% but less than 50%
- At least 15% but less than 25%
- Some but less than 15%

0%

#16 Employee TURNOVER in the Company is:

- Very High
- Above Average
- Average
- Below Average
- Very Low

#17 The Prevailing WAGES Paid by the Company Relative to the Market Seem:

- Very Low
- Below Average
- Very High
- Average
- Above Average

#18 The EQUIPMENT of the Company is:

- Obsolete
- Old
- Average Age
- Modern
- Most Up-To-Date

#19 The FACILITIES of the Company are:

- Very Inefficient
- Inefficient
- Average
- Efficient
- Very Efficient

#20 The Company Last Changed HEADQUARTERS Location (or last renovated its Headquarters):

- Happening Now
- Less Than 1 Year Ago
- More Than 20 Yrs. Ago
- At least 5 Years Ago but Less Than 20 Years Ago
- At least 1 Year Ago but Less Than 5 Years

#21 The Company's Information, Communications and Financial Management SYSTEMS are:

- Poor
- Substandard
- Average
- Advanced
- Very Sophisticated

#22 The Company's liability and hazard INSURANCE Coverage is:

- None
- Inadequate
- Adequate
- Very Good
- Excellent

[More to follow]

**OWNERSHIP DATA FORM**

FOURTH INPUT PAGE OF FOUR (1 PAGE)

By what Percent would REVENUES DECLINE in one year if Owner(s) left the Company? \_\_\_\_\_%

How many shares of ownership interest are currently ISSUED AND OUTSTANDING? \_\_\_\_\_

Provide Data on up to five most recent sales of ownership interests within the past five years:

	Sale #1	Sale #2	Sale #3	Sale #4	Sale #5
Total Sale \$	_____	_____	_____	_____	_____
% of Ownership Sold	_____	_____	_____	_____	_____

HIDDEN VALUES/LIABILITIES: Estimate resale value on each of the following ASSETS less any amount on the company's latest financial statement. Also list expected UNINSURED future cost for each of the LIABILITIES, less any amount reserved on the company's latest financial statement.

ASSETS		LIABILITIES	
Patents	\$ _____	Pending Lawsuits	\$ _____
Licenses	\$ _____	Warranty Claims	\$ _____
Trademarks	\$ _____	Environmental Claims	\$ _____
Real Estate	\$ _____	Product Liability	\$ _____
Franchise	\$ _____	Pension Underfunded	\$ _____
Copyrights	\$ _____	Tax Liability	\$ _____
Contracts	\$ _____	Advances & Unearned Revenue	\$ _____
Investments & Goodwill	\$ _____	Deferred Credits	\$ _____
Other Assets	\$ _____	Other Liabilities	\$ _____

THANK YOU!