

Subject: Information for Due Diligence

Thank you for the opportunity to attend to the due diligence engagement for your proposed acquisition of the Newsagency and Post Office. Based on our conversation I have provided an initial list of information I think is necessary to allow a detailed examination of the financial affairs of the business:

- Financial Statements for the last four years
- Copy of the contract
- Copy of Seller's Adjusted Accounts if provided as part of initial discussions
- Depreciation Schedule for plant & equipment being acquired
- BAS statements for the 2008/09 financial year
- Telephone, Internet, electricity agreements you may be taking over
- Any distributor agreements that may be present (I note most Newsagencies have a Fridge and Confectionery side to them)
- Current Rental Agreements for any Leases being assigned to you
- Current Agency Agreements with Golden Casket, Media Outlets and Australia Post
- Current Employee Numbers, Current Salaries, Start Dates and there status (Permanent, Part Time, Casual)
- Aged Debtors listing
- Aged Creditors listing
- If you can details of there current solicitor. We may send a confirmation advising if they are aware of any present or past legal action that the vendors have been involved in
- Insurance Policies currently held (Public Liability, Workcover).
- Details of any related party transactions within the financial statements

Look forward to hearing from you in the new year.

Kind Regards,