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To: _____

Date: _____

Confidentiality Pledge

All information received shall be held in strict confidence and shared with interested parties after a confidentiality agreement and a specific set of qualification criteria are received with copies forwarded to you. We recommend that you not disclose the nature of this initial meeting to your employees.

Code of Ethics

- Keep informed as to trends affecting businesses.
- Make all reasonable efforts to protect the public and all parties to a transaction against fraud, misrepresentation or unethical practices.
- Pledge to protect and promote the interest of our client.
- We will not accept compensation from more than one party to a transaction without the full knowledge of and written disclosure to all parties to the transaction.
- We recommend all parties have competent accounting and legal advice prior to closing any transaction.
- We will cooperate with all brokers, accountants, attorneys and lending institutions whenever authorized.

Mutual Comfort Level ~ Materials Needed ~ Attachments

Assuming you are comfortable with us and we are comfortable with you, we will need the past three years Federal Tax Returns, year-end balance sheet and income statement together with the most current interim statement in order to prepare for our next meeting. A company brochure would also be helpful. We will run several different valuations and give you different ranges from high to low. At our next meeting, please allow at least an hour of uninterrupted private time in order to re-cast your income statement, write an executive summary of your business and prepare to go to the marketplace. We prefer to go to market without a price in order to maximize value for you. Please find attached our six-step engagement process, our adjusted cash flow spreadsheet, confidentiality agreement from interested parties, engagement agreement and a sample of our completed transactions.

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Founder - CEO
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