

SIMPLE NUMBERS® DOCUMENT REQUEST LIST



SESSION STATEMENT OF WORK - MUST HAVE FOR SESSION

- This document is sent via PandaDoc. If you do not see it please check your spam folder.

SESSION SURVEYS: TO BE FILLED OUT PRIOR TO SESSION - MUST HAVE FOR SESSION

- New client setup form: <https://www.surveymonkey.com/r/SetupForm>
- Strategic questionnaire: <https://www.surveymonkey.com/r/SimpleNumbersSQ>

FINANCIAL DATA (OPTIONS) - MUST HAVE FOR SESSION

- A backup copy of your QuickBooks file or remote access to the financial system (QuickBooks Online, Netsuite, Xero, etc.).
- If you have a system that does not allow remote access please send the balance sheet and P&L **by month** in excel for the last 3-5 years (accrual basis, if you are in cash basis please send in cash basis)

COPIES OF TAX RETURNS

- Please upload most recent 2 years of tax returns for company and shareholders

COMPANY DOCUMENTS (IF YOU HAVE THEM)

- Any company strategic planning documents for last 2 years
- Organization chart
- Entity structure
- Ownership agreement

ADDITIONAL INFORMATION

- If there is any additional information that you would like to send us that you would feel is valuable for us to know please feel free to send.

PASSWORDS AND SENSITIVE INFORMATION

- We take security very seriously and never ask that you send us sensitive information via email. We ask that you upload all sensitive information to this secure Sharefile Link: <https://crabtreeoweandberger.sharefile.com/r-r7d59a80ee1b4e309>
- If you financial data and/or tax returns include passwords please upload into the secure portal on word document

SCHEDULING THE SESSION

- We will reach out to schedule the session once we have the financial data. While schedules can alter time frame, sessions are always trying to be scheduled within 30 days of receiving the data.

*NOTE

- After receiving the data our team will review and reach out if we have any questions