

## Business Checklist

Item	Do you have yes/no	Provide detail or documentation (give details of documents for us to chase)
Cash in the bank today		
Amount of money owed by debtors.		
Amount of money owed to creditors.		
Do you complete monthly accounts? - What was the profit for the last 6 months		

Copy of last available annual accounts. - Did it show profitability		
Value of sales. Last year and the previous years.		
The current € value of your sales.		
The number of days of guaranteed works ahead.		
% Margin applied to your sales.		

Pricing Method - is it correctly based on the costs of the business.		
List Overhead costs		
Company structure & salary costs		

Pensions / BIK / Expenses / Other benefits.		
Systems in place.  (email/project management/accounts/ marketing etc.)		



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