

Assessment Information Checklist

October 27, 2006

Prior to visiting any locations have the following materials copied and available at company headquarters:

1. Organization charts and SIC code classification
2. Current strategic plan
3. Last three years financial statements and tax returns
4. Last three years management reports from auditors
5. Form 10-k and current years Form 10-Q
6. Internal audit reports for the last year
7. Comparative interim financial statements
8. Current years budget
9. Board of Director minutes for last year
10. Current aged accounts receivable report
11. Current aged accounts payable report
12. Any loan agreements and related convent reports to lenders
13. List of major competitors
14. List of major suppliers
15. List of major customers
16. Personnel manuals and policies
17. Employment contracts
18. Union contracts
19. Articles of Incorporation and most recent State filing
20. Name, address and telephone number of legal counsel
21. If a private company, list of shareholders
22. If a public company, list of top 5 shareholders
23. List of all company locations, square footage and product produced at each location
24. Manufacturing flow charts
25. Tier status
26. Current inventory reports
27. Current production reports
28. Quality control procedures and most recent report
29. Computer systems and software
30. Company brochures and advertising materials

The above list would be added to based on interviews, plant tours and findings from examination of the above items.