



Sample Request for Documentation

The documents requested have been separated into operational phases. Please provide your best possible estimates of the following metrics. Where possible provide information on the source of the data such as management planning or a particular industry publication.

Some documents will be readily available and should be provided promptly. Other documents may take longer to obtain and may be provided as they are obtained. Please identify any requested documents that are not available or not directly applicable. Call us if you have any questions on the items requested or if we can otherwise provide clarification.

General

1. All financial statements produced for any purpose between 2014 and the current date.
2. METRC reports for all months from January 2014 to the most recent period available. (Note to reader: the METRC report is Colorado's official Seed-to-Sale tracking system and stands for Marijuana Enforcement Tracking Reporting Compliance).
3. A copy of the current cultivation license and any amendments thereto.
4. Details on all regulatory investigations, if any, from January 2014 to the current date.
5. Lease agreements for all third-party users and tenants of any space within the facility, including any accompanying exhibits

and amendments thereto, currently in place and effective for any tenants from January 1, 2014 to the current date. Include copies of all significant leases, including:

- a. business facilities,
 - b. real property,
 - c. equipment,
 - d. automobiles.
6. Other personal property. Provide copies of all significant loan agreements, including:
 - a. all current loans outstanding,
 - b. loans paid within the past five years,
 - c. lines of credit,
 - d. mortgages,
 - e. capital asset financing contracts.
 7. Security agreements and financing statements. Provide a rent roll of all third-party tenants, detailed rents and fees paid by month and any outstanding balances and security deposits.
 8. Details of any improvements made to the owned and controlled facilities that benefit the enterprise.
 9. An organization chart with names and titles of all service personnel, including employees and independent contractors. Copies if any employment related contracts, if any.
 10. Details of any related-party agreements or transactions.
 11. A copy of your Articles of Incorporation and Bylaws (corporations), or Partnership Operating Agreement (partnerships/LLC/LLPs), together with any amendments thereto.
 12. List of shareholders (corporations), partners or members (for partnerships, LLCs, LLP entities), showing the ownership interest of each, date shares/interests were acquired and amounts paid for the shares/interests acquired.
 13. Any agreements, verbal or written, affecting the transfer of ownership interests.
 14. Detailed summary of officers' compensation and fringe benefits for the last five years, annually, with a description of duties and hours devoted to business for each officer and for any family members or related party individuals involved in the enterprise.

Identify economic benefits of any type provided to any such persons, including sporting event tickets, travel, excessive customer/client development expenditures, insurance coverages (life and disability), auto expenses and allowances and the like.

15. List and detailed description of all affiliated and related party entities, including family members. If the company does business with any entity owned or controlled by a related party, please provide the details. In addition, please provide an organizational chart that identifies each of the related entities and how they fit into the hierarchy of the enterprise.
16. Copies of all current and prior buy-sell agreements.
17. Copies of prior offers to purchase the business, together with details on any prior transactions of ownership interests within the past five years, whether or not consummated.
18. Copies of any previous valuation analyses performed internally or by an appraiser.
19. Details of any operating budgets, strategic planning documents, forecasts, projections and related documentation.
20. Details of all pending or threatened lawsuits.
21. Copies of all current promotional sales literature used in the business.
22. Any additional information and documentation that you can identify which will help us to fully understand the operational makeup of the enterprise.

Facility Info, as applicable

1. Total square feet of facility
2. If leasing the facility, lease terms
 - leasehold improvement costs
 - construction time
3. If constructing the facility, buildout schedule
 - construction costs
 - construction time
4. Administrative areas total square feet, including:
 - shipping and receiving area

- secure transportation area
- research and development area
- reception area
- office space
- employee break/change room; men's and women's restrooms
- utility room; janitorial closet; etc

Cultivation

1. Cultivation area
 - total square feet of cultivation area
 - percentage of cultivation area for growing space
 - space needed per plant
 - grow cycle time from seed to cured product
 - pounds produced per plant per harvest
 - number of harvests per year
2. Revenue – wholesale price per pound
3. Costs
 - startup expenses
 - facility expenses
 - labor expenses
 - operating expenses
 - debt service

Production

1. Production area
 - total square feet of production space
 - percentage of space utilized for production
 - percent of marijuana bud cultivated that is trim available for oil extraction
 - percent concentrates reduction
2. Revenue – wholesale price per pound
3. Costs
 - startup expenses
 - cost of goods sold

- facility expenses
- labor expenses
- operating expenses
- debt service

Dispensary

1. If leasing the facility, lease terms
 - leasehold improvement costs
 - construction time
2. If constructing the facility, buildout schedule
 - construction costs
 - construction time
3. Administrative areas total square feet, including:
 - shipping and receiving area
 - reception area
 - office space
 - employee break/change room; men's and women's restrooms
 - utility room; janitorial closet; etc
4. Retail areas total square feet, including
 - display area
 - consulting rooms
 - secure inventory and packaging area
5. Revenue
 - Cannabis buds
 - retail price per pound
 - pounds sold per month
 - growth in sales per month
 - Infused Products
 - retail price per pound
 - pounds sold per month
 - growth in sales per month
6. Costs
 - startup expenses
 - cost of goods sold
 - cannabis buds

- inrusea products
- facility expenses
- labor expenses
- operating expenses
- debt service

Possible Additional Documentation

After reviewing the above critical documentation, we will let you know if we need any additional information.