



Due Diligence Checklist

When preparing your routes for sale, the following items are typically requested from prospective buyers. While each buyer's requests may differ slightly, the list below should provide a good baseline to start from:

- 2012 and 2013 normalized profit and loss (P&L) statements
- Owner(s) 1099 and/or W-2
- A list of vehicle(s) included in the sale (year, make, model, mileage, condition, value, monthly payments (if applicable), and total amount owed on the vehicle)
- Information on your drivers to include name, tenure (how long they've been driving for you), current compensation package
- A list of zip codes serviced
- FedEx 1099 for 2012 and 2013
- 2013 payroll reports for the drivers
- Quarterly settlement statements from FedEx
- 2012 and 2013 corporate tax returns (1120S)