**ABC Services Group, Inc.**

Thank you for allowing ABC Services Group, Inc., the opportunity to work with you in this matter. Attached you’ll find our due diligence request form. In addition to completing this form, please provide us with the following:

* Three years’ tax returns
* Balance sheet- for the last three years, year ends and the most current
* Profit and Loss Statement- for the last three years, year ends and the most current
* Creditor list-include secured creditors and shareholders
* Copies of any lawsuits, liens, judgments
* A/R summary report, detailed aging (will eventually need copies of all open invoices)
* A/P summary report and a detail aging
* Titles to all owned vehicles
* Check register- last 90 days (will eventually need last 12 months)
* Bank statements-last 3 months (will eventually need last 12 months)
* Capitalization table
* Copies of leases- Real Property and Equipment
* Insurance policies-copies of coverage pages for general liability, auto, error and omissions, directors and officers, life, workman’s compensation and any other you may have.
* List of all patents and copyrights

# Next steps

Upon receipt of the above information we will prepare a budget to administer the General Assignment.

**Budget approval:** Discussion with principlesand its counsel to discuss any issues and time line for taking the General Assignment.

**Preparation and Review of General Assignment documentation**: ABC Services Group, Inc. to prepare the General Assignment form for principles and counsel.

**Secured Creditor**: If there is a secured creditor, Assignee will need to obtain a subordination agreement to use liens creditor’s collateral to administer the General Assignment.

Once all the above has been satisfied, the General Assignment can be activated.

Thank you for the opportunity to guide you through this. If at any time, you have any questions or concerns, please to contact us, we’re here to help you.

Thank you,

Chuck Klaus Daphne Masin Jim Palmer

President Representative Representative

949-922-1211 626-827-0262 952-872-6207