SCHEDULE A - DOCUMENT REQUEST

Documents & Records To Be Produced for Inspection and Photocopying

This request is as of the above-listed date and may not be complete, thus, additional items may be requested.

Any items listed which are not or will not be furnished, should be noted. Silence on behalf of the parties, designated individual or business entity to provide any item listed, shall be construed as not being in existence.

The term document shall include but not be limited to, hard copy, e-mail, computer files, backup computer tapes, CDs, and material in possession of third parties, such as attorneys or investment bankers.

This request is deemed to be continuing in nature, and in the event you become aware of or acquire in your possession, custody or control additional responsive documents, you are requested promptly to produce such additional documents for inspection and copying.

Documents shall be produced as they are kept in the regular course of business or, in the alternative, organized and labeled so as to correspond to the categories in this request.

The following are to be produced for the last 5 years prior to the date of action through the date of this demand unless otherwise indicated. The columns are presented for the appraiser's recordkeeping as to production of documents: **Y = Yes, N = No, DNE = Does Not Exist:**

SECTION I. PERSONAL FINANCIAL TRANSACTIONS AND INVESTMENTS

		Y	N	DNE
1	Individual Federal and State income tax returns.			
2	All bank statements, check registers, deposit tickets, cancelled checks, wire transfers, debit and credit memos.			
3	All records of account and statements with financial and brokerage institutions.			
4	Security transaction records and broker statements.			
5	Personal financial statements and/or statements of personal assets, liabilities and income for expenses submitted to any bank or lending institution for the purpose of obtaining credit.			
6	Contracts, closing statements, indentures, mortgages, paid bills and other documents, memoranda or writing relating to any interest you have in real estate, whether as owner, co-owner, fiduciary, trust beneficiary (vested or contingent) partner, limited partner, shareholder, joint venture, mortgagee, developer or otherwise from date of marriage to present.			

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		Y	N	DNE
7	Insurance policies in effect, including health, life. automobile and/or business liability, active or cancelled, with copies of paid bills.			
8	Keogh, IRA, pension and profit sharing plans, including plan documents, statements, records of contributions and account statements.			
9	Partnerships, shareholder, and/or joint venture agreements of which you are a party.			
10	All mortgages, notes receivable or other evidence of debts payable to you, individually, or otherwise, or payable from one year prior to the marriage to date.			
11	For loans, loan payment books, loan application, loan agreements, payment schedules, cancelled notes and personal financial statements.			
12	Personal credit card statements.			
13	Invoices, contracts and bills for goods and services used for personal consumption.			
14	Any other pertinent records with respect to material personal financial transactions not included above.			

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SECTION II. COMPANY DATA & BUSINESS RECORDS

		Y	N	DNE
A	**CORPORATE FORMATION, OWNERSHIP & TRANSACTIONS**			
1	The corporate book, including articles of incorporation, by-laws, shareholder certificates, minutes of Board of Directors and other meetings from inception to present.			
2	Copies of stockholder or partnership agreements, copies of any buy-sell agreements, stock option agreements.			
3	Stock register and/or list of stockholders or partners, showing the amount of stock or percentage owned by each person.			
4	Documents pertaining to the issuance of additional shares, shareholder or member interests of the entity, redemption of stock, partnership units or member interests by the entity (i.e., treasury stock) and sale of stock/ partnership/member units from existing shareholders/partners/members to third parties. This item will pertain to all transactions since inception.			
5	Copies of any offering memorandums for applicable investments, or agreements pertaining to options or shareholder interests.			
6	Details of transactions with related parties.			
7	Details on any offers or actual transactions, either oral or written, to purchase a portion of this company or the company in its' entirety. This item will pertain to all transactions since inception.			
8	Contracts and financial documents pertaining to the purchase or sale of any entity by this by this company. This item will pertain to all transactions since inception.			

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		Y	N	DNE
B	**FINANCIAL STATEMENTS**			
1	Business tax returns, Federal and State.			
2	All financial statements, annual and at the date of matrimonial action.			
3	Interim financial statements for the most recent 12 months and the preceding 12-month period.			
4	Financial statements for subsidiaries or other businesses in which the subject Company has an ownership interest, if not included in above financial statements.			
5	Copies of any forecasts or projections.			
6	Copies of any federal, state or local government agency audit results.			
C	**GENERAL BUSINESS TRANSACTION RECORDS & BOOKS OF ORIGINAL ENTRY**			
1	General ledger with adjusting and closing journal entries and/or similar documents used to summarize financial transactions with supporting documents.			
2	All bank and brokerage statement records, including, but not limited to, deposit tickets, cancelled checks, check registers, debit and credit memos, wire transactions and bank reconciliations (last three years).			
3	List of accounts comprising significant major expense captions on the income statement, unless that data is presented on the income statement.			
4	Arrangements and/or authorization to examine your accountant's working papers.			

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		Y	N	DNE
D	**REVENUE/SALES CYCLE**			
1	Invoices, sales credit memos, returns and allowances journals, cash receipts journals and supporting documents last three years.			
2	All sales reports including, but not limited to, sales reports by period, product and customer.			
3	Accounts receivable and work in progress records including, but not limited to, ledger sheets, posting journals, trial balances, aging reports, customer lists and analysis of doubtful accounts.			
4	Schedule of sales by product for each period that an income statement is obtained.			
5	Brochures, price lists, catalogs, or other product information.			
6	Sales and/or customer contracts.			
7	Data sufficient to determine history and frequency of customer and product sales.			
E	**PURCHASES, PRODUCTION, DISBURSEMENTS CYCLE**			
1	Paid bills, receiving tickets, purchase journal, cash disbursements journal, accounts payable ledgers and supporting documents (last three years).			
2	Annual and/or perpetual inventory records (last two years).			
3	List of items comprising inventory (quantity, description and cost) and information on inventory accounting policies.			
4	Data and records to determine vendor and product purchases last year.			
5	Purchase orders and contracts.			

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		Y	N	DNE
F	**HUMAN CAPITAL**			
1	Payroll journals, Federal and State payroll tax returns and W-2 and 1099 Forms with transmittal advices and supporting documents (last three years).			
2	Employment, management contracts for shareholders or other employees.			
3	Organization chart.			
4	Employee benefits plans, employee stock option plans.			
5	Documents relating to deferred compensation, IRA's, Keogh, and other types of pension plans.			
6	Key person life and disability insurance policies.			
7	Resumes or a summary of the background and experience of all key personnel.			
8	Collective bargaining agreements.			
G	**LIABILITIES, FINANCING ACTIVITIES**			
1	Documents relating to notes, mortgages and loans, including application for these loans or credit with banks.			
2	All leases whether for equipment and automobiles.			
3	Lease for real property.			
4	Documents in support of accrued liabilities.			
5	List of items comprising significant other liability balances.			

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		Y	N	DNE
H	**ASSETS & INVESTMENT ACTIVITIES**			
1	Closing statements, contracts, deeds, loan applications and related documents for the purchase and/or sale of land, buildings and equipment.			
2	Schedule of fixed assets as of December 31 showing for each asset the cost, date of purchase and accumulated depreciation.			
3	Copies of leases and loans, including notes receivable. For these instruments include applications and full agreements.			
I	**OTHER ASSETS & LIABILITIES**			
1	Insurance policies and registers in effect, including health, life and automobile (last three years).			
2	List of items comprising significant other asset balances.			
3	Details of any litigation, including pending or threatened lawsuits.			
4	Reports of examination issued by government agencies such as EPA, OSHA, IRS and EEOC.			
5	Attorneys' invoices/billing statements.			
6	Documents for applications and possession of any of the following: patents, copyrights, trademarks and similar intangibles.			
7	Details of any contingent liabilities (such as guarantees or warranties) or off balance sheet financing (such as letters of credit).			

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		Y	N	DNE
J	**MANAGEMENT OF THE BUSINESS**			
1	Any business, real estate, equipment or inventory appraisals dealing with the value of the business or any of its assets.			
2	Copies of, and published information pertaining to the business entity, principals or employees, i.e., news releases, newspaper or magazine articles from inception to present. Additionally, this item includes brochures or descriptive materials about the operation of the business.			
3	Any projections of future performance.			
4	Listing of all trade or professional organizations to which the company and/or its' shareholders maintain membership or subscriptions.			
5	All financial reporting documents prepared for the benefit of management. Examples would be statistical data as to employee or product performance, financial or statistical data submitted to and/or from consultants, organizations or prepared internally to compare performance to the specific industry or the company's historical performance.			
6	Copies of sales, capital or operating budgets.			
7	Copies of any business plans.			
K	**OTHER**			
1				
2				
3				
4				

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Medical

		Y	N	DNE
1	Register of receipts and day sheets for the past three (3) years.			
2	Inventory of supplies for the past three (3) years.			
3	Invoice or billing records and accounts receivable ledger and summary for the last three (3) years.			
4	Fee schedules for all services at offices, clinics and hospitals.			
5	Records for verification of income for the last three (3) years, including			
	a. Appointment books.			
	b. Daily service log showing dates, patients, payments and/or accounts receivable change.			
	c. Receipts books showing dates, patients, source of receipts, amounts and deposit dates.			
	d. Recapitulation schedules or summary analyses of fees, if any, prepared in connection with analysis of fee income for last three (3) years.			
6	Copies of contracts and agreements with third party payers, including but not limited to HMO, Medicare, Medicaid, etc., and hospitals, nursing homes, and the like, for the last three (3) years			
7	Copies of contracts with hospitals, clinics and other medical groups with which Dr. *7* has provided services for the last three (3) years.			
8	Copies of contracts and agreements respecting purchase of patient records or any practices for the last seven (7) years or inception of practice.			
9	Original patient records cards for the last three (3) years limited to the financial and administrative or valuation factors of patient records (i.e., dates of visit, referral sources, payments and payment methods, procedures, accounts receivable).			

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Dental

		Y	N	DNE
1	Records for verification of income for the last three (3) years, including:			
	a. Appointment books.			
	b. Daily service log or day sheets showing dates, patients, payments and/or accounts receivable change.			
	c. Receipts books showing dates, patients, source of receipts, amounts and deposit dates.			
	d. Recapitulation schedules or summary analyses of fees, if any, prepared in connection with analysis of fee income for last three (3) years.			
2	Invoice or billing records and accounts receivable ledger and summary for the last three (3) years.			
3	Fee schedules for all services at offices, clinics and hospitals.			
4	Inventory of supplies for the past three (3) years.			
5	Copies of contracts and agreements with third party payers, including but not limited to DMO, Medicare, Medicaid, etc., and hospitals, nursing homes, and the like, for the last three (3) years			
6	Copies of contracts and agreements respecting purchase of patient records or any practices for the last seven (7) years or inception of practice.			
7	Original patient records cards for the last three (3) years limited to the financial and administrative or valuation factors of patient records (i.e., dates of visit, referral sources, payments and payment methods, procedures, accounts receivable).			

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Law Firms

		Y	N	DNE
1	Time and billing analysis by generating/originating partner and for hours and billable hours, accounts receivable, unbilled work-in-progress, billable dollars, realization and cash receipts (as they exist).			
2	Accounts receivable schedule listing the amounts attributable to each partner as of _____.			
3	A detailed fixed assets schedule including individual asset descriptions, purchase date, purchase price, depreciation history, etc. as of _____.			
4	A detailed schedule of other current liabilities indicating to whom the liability exists for the years ending _____.			
5	Schedules supporting the pension profit sharing plan deductions on the partnership tax returns for the years ending _____.			
6	Schedules supporting the professional fees deducted on the partnership tax returns for the years ended _____.			
7	Schedules and memorandums on allocation of distributable net income to partners for the years _____.			
8	Any reports or appraisal of the market value of fixed assets.			
9	Analysis or summary of annual billings by client, and if available, originating partner for the client for the years _____.			
10	Detailed schedule of all fixed assets including but not limited to description, cost, date purchased and depreciation, as of _____.			
11	A list of open contingency fee or Plaintiff cases.			
12	Lists of the following: a) work billed but not collected b) work performed but not billed c) unused retainers d) open files e) Management reports and analysis of billings, realization and productivity.			
13	Accounts receivable, work-in-progress and accounts payable ledgers and report.			

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		Y	N	DNE
14	All K-1's and related memorandum last ten years.			
15	Summary of time and billing for the hours and dollars by firm category.			
16	Present controlling partnership agreement and related amendments. All memorandum discussing or explaining provisions of agreement.			
17	All computations and analyses prepared on your interest in the firm and benefits including, but not limited to, retirement, medical, disability and death.			
18	All memorandum on firm policies as relates to a partner's interest in the firm.			
19	Copies of all memorandum, reports and correspondence provided by the firm including, but not limited to, his performance, client responsibility, earnings and capital account balance.			
20	For all investments other than the firm in which client has an interest:			
	a. Partnership agreement			
	b. All K-1 forms			
	c. Last two years' financials			
	d. All memorandum related to performance of respective project			
21	Firm's accrual basis financial statements.			
22	Itemization and description of all personal works of art, furniture and fixtures in client's office.			
23	Copies of firm business plan.			
24	Schedule of the initials of all partners terminated by the firm with or without cause for the last 10 years indicating date of termination, last three years compensation, year made partner.			
25	Copies of any law firm compensation surveys that client has had access to or consulted.			
26	Schedule of billing rates of client last five years.			

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Real Estate

		Y	N	DNE
1	Rent rolls, cash receipts journals and monthly invoices.			
2	Contracts, closing statements, indentures, mortgages, paid bills and other documents, memoranda or writing relating to any interest you have in real estate, whether as owner, co-owner, fiduciary, trust beneficiary (vested or contingent), partner, limited partner, shareholder, joint ventures, mortgagee, developer or otherwise, from date of marriage to present.			
3	As respect to Item _____, records should also include any leases or mortgages related thereto (including monthly payments and present outstanding balance of principal and interest) together with any evidence showing all contributions in case or otherwise made by you to the acquisition of such real estate from the date of marriage to present.			
4	All records relating to receipt of funds in connection with construction loans and mortgages.			
5	All records showing disbursement of funds to build, including, but not limited to, cancelled checks, invoices, contracts, construction loan schedules, etc., fees to sub-contractors, professionals, municipalities, etc.			
6	Copies of all leases.			

Construction

		Y	N	DNE
1	Job folders that include contract, bid and estimate worksheets, change orders, requisitions and job cost cards last four years.			
2	Payroll journals, timesheets and logs, Federal and State payroll tax returns, W-2 and 1099 Forms including transmittals for last four years.			

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Restaurants

		Y	N	DNE
1	Menus, banquet contracts and employee work schedules.			
2	Application filed with State Liquor Authority			
3	Cash receipts journal, customer invoices or receipts, cash register reconciliations and control forms			
4	Schedules of year-end inventories.			
5	Appointment books.			

Insurance Agency

		Y	N	DNE
1	Reports from insurance companies regarding income, expense, commissions receivable and payable.			
2	Annual statements of net commissions.			
3	Buy out contracts or agreements with insurance companies represented.			
4	Internal management reports and/or analysis of revenue, operations profit or assets.			
5	Form 1099's issued and received.			
6	Agreements with insurance carriers and retention schedules.			
7	Schedule of insurance companies, nature of relationship and approximate annual dollars booked for 1992, 1993 and 1994.			

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