

FORM OF EXHIBIT 9

EXAMPLE DOCUMENTATION REQUEST

General

1	Copies of audited/reviewed financial statements. NOTE: If there is not an audit or review performed on the subsidiaries or other entities, please provide copies of the internal financial statements for these entities.	FY14, FY15 & FY16
2	Provide Excel-based, internal monthly financial statements (i.e. income statements, balance sheets, and statement of cash flows). NOTE: These statements should reconcile to the audit/reviewed/compilation reports. If not, please provide a reconciliation.	FY14, FY15 & FY16 LTM16 (or YTD15 & YTD16)
3	Excel-based, account-level monthly trial balance reports.	FY14, FY15 & FY16 LTM16 (or YTD15 & YTD16)
4	Provide a summary of unusual/non-recurring items (i.e. management "add-backs") for the periods requested. NOTE: Provide documentation that supports the timing and amount of add-backs identified.	FY14, FY15 & FY16 LTM16 (or YTD15 & YTD16)
5	A detailed report of proposed adjusting journal entries proposed by auditors.	FY14, FY15 & FY16
6	Summary of significant accounting policies and procedures including revenue recognition, costing methodologies, payable cut off procedures, accruals, cost of services performed, sales pricing, capitalization policies, etc. Discuss any significant changes in these policies over the past few years.	N/A

Income Statement

7	Provide a report of sales, gross profit dollars and gross margin % by channel, by customer (and customer type) and by product category.	FY14, FY15 & FY16 LTM16 (or YTD15 & YTD16)
8	Provide a detailed report of sales by product category (SKU if applicable) include units sold, total sales dollars, average gross margin, and other pertinent data.	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)
9	Provide a summary of contra-sales account activity. This should include anything booked directly against sales (discounts, rebates, returns, warranty, credits, etc.).	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)
10	Provide point of sales activity for significant customers.	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)
11	Provide product inventory levels (by SKU, if available) held by significant customers as of historic dates.	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)
12	Provide summary of components of cost of sales (if not already detailed in trial balance).	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)
13	Provide summary of components of general & administrative expenses (if not already detailed in trial balances).	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)

14	Provide a summary of the purchases from top 20 vendors. Indicate significant product/service purchased, current payment terms, minimum purchase requirements and any rebate/discount programs.	FY14, FY15, YTD16
15	Provide summary of shareholder compensation and any personal expenses paid by the Company on behalf of any shareholder or employee of the Company.	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)
16	Provide copies of all leases and a lease schedule of future annual lease payments by lease, with lease terms summarized (operating and capital leases).	As of January 2017
17	Provide general ledger detail for the following income/expense accounts accounting, consulting fees, donations, legal fees, professional fees, and miscellaneous income and expenses, as applicable.	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)

Requests

18	Provide an analysis of transactions occurring between the Company and their management or shareholders as well as any transactions with any other related party. The nature of the transactions and the amounts involved should be provided.	FY14, FY15 & FY16 LTM15 (or YTD15 & YTD16)
19	Provide a listing of major facility and equipment repairs or expansions (new office locations or leaving a certain location).	N/A

Balance Sheet

20	Provide copies of the monthly bank statements.	December 2015 – December 2016
21	Provide cash/bank reconciliations.	December 2015 – December 2016
22	Detailed accounts receivable aging (by customers and by invoice) as of the indicated dates. Include reconciliation, if necessary, to the financial statements (as applicable).	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
23	Summary of rollforwards of accounts receivables/bad debts, sales returns, and warranty reserves; including beginning balance, reserve additions, write-offs, recoveries and ending balance.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
24	Summary of significant past due accounts (greater than 90s days past due) with explanation of collectibles and specific reserve amount. NOTE: Provide amounts of subsequent cash collections or current aging at field work.	December 2016
25	Provide a detailed inventory listing (aged if possible and sorted by \$ amount). Include reconciliation to the financial statements, if applicable.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
26	Provide the dates physical inventories were performed and provide the amount of physical adjustments as a result of these physical inventories, if any.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
27	Provide a rollforward of the reserve for obsolete/damaged/slow-moving/other reserved inventory. Discuss general and specific reserve methodology.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
28	Discuss and provide a summary of consignment inventory or unique arrangements with customers.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
29	Provide a detailed schedule of deposits, prepaids and other assets as of the indicated dates. Provide supporting documentation for significant individual components.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016

30	Provide a summary listing of fixed assets (rollforward) by major category and the accumulated depreciation for each asset class as of the indicated dates.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
31	Provide a summary of significant planned capital expenditures for the next fiscal year. In addition, provide a listing of "in-process" capital expenditures (investment to date and how much needed to complete).	N/A
32	Provide a detailed accounts payable aging (by vendor and invoice) as of the indicated dates. Include a reconciliation, if necessary, to the financial statements.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
33	Provide a detailed listing of the accrual balances as of the indicated dates including schedules to support the balances.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
34	Detail accrued commissions and bonuses outstanding at each year-end and actual expense/payout in the following year.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
35	Provide the detail of due to/from related parties.	Dec/2015, Dec/2016, Aug/2015, and Aug/2016
36	Provide a summary of any other significant commitments or contingencies not recorded on the balance sheet as of (legal, environmental, purchases, customer/vendor claims, employment, etc.).	December 2016

Issuer Placement Info

37	Organizational documents of the issuer (i.e. articles of organizations, operating agreements, etc.)	N/A
38	Organizational diagram of the issuer, if any.	N/A
39	Quarterly financial reports of the issuer, if any.	N/A
40	Annual audit reports of the issuer, if any.	N/A
41	Prior registration statements for the issuer, if any.	N/A
42	Financial/Credit Rating Reports for the issuer.	N/A
43	Private Placement Memorandum or Prospectus for previous offerings, if any.	N/A
44	Blue sky compliance Memorandum regarding exemption status in each jurisdiction where interests in the Private Placements are offered.	N/A
45	Copies of the Private Placement's Form D filed with the SEC and its blue sky filings in the jurisdiction in which interests in the Private Placement are offered.	N/A
46	Registration status of other broker/dealers participating in the offering.	N/A
47	Complete investment and suitability records on all investors, including, for example, completed and executed subscription agreements and financial questionnaires.	N/A
48	Signed selling agreements.	N/A
49	Private Placement Offering Memorandum.	N/A
50	Signed dealer manager agreement.	N/A
51	Escrow agreements, if any.	N/A
52	Partnership Agreement or other Governing documents.	N/A