



SMITH STAG, LLC

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Manufacturing Document Request List

Following is a general list of documentation you should begin gathering in preparation of filing your claim. Please make a note of any of the below listed documents for which you do not keep records.

1. Federal income tax returns from 2005 to 2009 with supporting schedules
2. Your estimated loss of revenues for the period of claim submission and the upcoming month
3. Detailed list of additional expenditures incurred related to oil spill mitigation/cleanup to be claimed for this period of submission (these expenditures need to be segregated from ordinary operating expenses)
4. Statements on how the spill has led to loss of income or earnings capacity; explain earning anomalies
5. Back up copy of software, if available (e.g., QuickBooks or Peachtree)
6. Monthly Profit and Loss statement for 2008 through the present
7. Monthly sales & use tax information from 2008 to 2009 with supporting schedules
8. Commissions paid or earned
9. Monthly production records for at least the last 2 years
10. Payroll journals for March 15, 2010 through the present Note agreement on new loans obtained since the oil spill to assist in daily operations
11. Any insurance claims the claimant may have already filed for business interruption
12. Documentation for cancelled contracts or orders directly related to Oil Spill and contact information of canceling party (name and phone)
13. Copy of your photo identification
14. Copy of business/commercial license
15. 2010 budget, if available