



**INFORMATION REQUEST SHEET FOR PRE-SALES  
VALUATION REPORT**

**The VBA, Birchwood House, Main Street, Corbridge,  
Northumberland, NE455LA**

**Tel: 07939216174**

**Email: info@thevba.com**

**TO ALLOW US TO DISCUSS YOUR REQUIREMENTS- PLEASE COMPLETE THE FOLLOWING AND RETURN TO the VBA WITH A COPY OF YOUR LAST 2 YEARS ACCOUNTS**

Title	
Forename	
Surname	
Address	
City	
Postcode	
Contact Telephone Number	
Practice Name	
Practice Address	
Practice Postcode	
Position (Owner, partner)	

Tick the most closely associated answer

*With multi site practices sometimes it is not possible to answer a specific question- please use generic answer e.g. "Mixed"*

If unsure or unable to answer a specific question please state.

The text questions allow a buildup of Multiplier Factors that will be utilised to calculate a valuation range.

**FACTUAL INFORMATION INPUT-**

1. How long has the practice traded?	Less than 1 year	
	1-5 years	
	Over 5 years	

2. Describe <b>the Financial definition</b> of the practice	Sole Trader	
	Partnership	
	Limited Liability Partnership	
	Limited Company	
	Joint Venture	

3. Describe the makeup of the practice by sales	>95% Pet work	
	75-95% Pet work	
	50-74% Pet work	
	30-50% Pet work	
	>50% Farm work	
	>50% Equine	

4. Alternatively Describe %	Pets	
	Farm work	
	Equine work	
	Other	

5. State the equivalent number of FT vets working in the practice. (Vet on 20hrs =0.5 vets)	1-2 vets	
	3-5 vets	
	> 6 vet	

6. <b>Location-</b> Describe the location of the practice premises	Shopping /Industrial estate	
	Main Road	
	Secondary Road	
	Mixed	

7. <b>Number of Sites</b> State the number of SITES	Full Time (open > 55 hrs /week)	
	Part Time (open > 20hrs /week)	
	Part Time (open < 20hrs / week)	

8. <b>Parking facilities</b> for clients For the main sites	Limited Parking	
	Off street parking	
	Private parking < 6 spaces	
	Private parking >7 spaces	
	Nearby parking	

9. <b>Building Quality</b> Describe the construction/finish of the main sites	High quality	
	Average quality	
	Requires some updating	
	Any comment?	

10. Are the main sites any of the following?	Veterinary Hospital	
	RCVS Accredited	
	None of these	

11. <b>Equipment level-</b> would you say the practice was	Well equipped? (e.g. Ultrasound, Idexx Lab Equipment , Endoscopes, Pulse Oximeter etc)	
	Averagely Equipped? (adequate range of mixed age equipment)	
	Below Average? (largely old equipment)	

12. <b>Computerisation</b> Is the practice	Fully computerized with inter site clinical access?	
	Fully computerized at each site?	
	Partially computerized?	
	Not computerized?	

13. Does the practice have a <b>Website?</b>	Yes	
	No	
	If yes state	Wwww.

14. Does the practice have a current <b>Health and Safety</b> Policy and COSSH?	Yes	
	No	

15. <b>Appointments-</b> The average appointment time is	5 minutes or less	
	5-10 minutes	
	Over 10 minutes	
	Non appointment system	
	Mixed system	

16. <b>Practice area</b> Would you classify the practice area for attracting professional staff as	Good area	
	Average area	
	Difficult	

17. <b>OUT OF HOURS-</b> On average how many nights do the veterinary staff undertake on call per month.	Non	
	Less than 4 nights	
	5-8 nights	
	Over 9 nights	

18. Is a <b>NIGHT SERVICE</b> (e.g. Vets Now) available nearby?	Available but not used	
	You use the service	
	No service available	
	Share with other practices	

19. <b>LAY STAFFING</b> Please use FT equivalents e.g. Full-time Nurse/Receptionist 35-40 hrs per week = 1.0 unit PT Nurse 20 hrs worked = 0.5 unit PT Nurse 10 hrs worked=0.25 unit	State the total number of Non veterinary Staff employed	
	How many qualified VN's are employed?	
	How many trainee VN's are employed?	
	How many Purely reception staff employed	
	How many clerical/managerial staff employed	
	What is the ration of qualified VN's to Vets	

20. <b>PRACTICE AREA -</b> The practice's is located in the following area	City/Urban area of Wales or SW England	
	Rural areas of Wales and SW	
	City/Urban area of SE England	
	Rural areas of SE England	
	City/urban areas of Scotland & NI	
	Rural areas of Scotland & NI.	
	City/urban areas of Northern England	
	Rural areas of Northern England	
	City/urban areas of Merseyside & Midlands	
	Rural areas of Merseyside & Midlands	
Within the M25		

21. Input the <b>FEES</b> charged for the following - Including VAT	Primary Consultation fee	
	Av. Total fee for consultation with antibiotic injection plus 14 Synulox or similar	
	Kitten vaccine course incl Felv	
	Puppy vaccine course	
	Cat booster including felv	
	Dog booster (full)	
	Bitch spay pre-oestrus- Labrador	
	Spay a 6month old kitten	
	Basic dental scale inc GA (e.g. Labrador)	
	GA and x-ray dog- 2 plates	

22. In your view has the practice got both increasing & maintainable <b>profits</b> with <b>potential</b> for Expansion & Development	Yes	
	Possibly	
	Limited	
	No sure	

23. <b>Financials</b> - Please state the following if known - State N/A if not known	Average Transaction Fee	
	Total number of Annual Transactions	
	Active number of clients (i.e. seen within last 12m)	

24. <b>Surgery properties</b> owned & used by the Practice Please list –	Freehold	Leasehold	Market Value	Annual Rent to practice
<b>EG. Property X</b>	<b>Yes</b>		<b>£250,000</b>	<b>Non charged</b>
<b>E.G. Property Y</b>	<b>Yes</b>		<b>£500,000</b>	<b>£5,000 pa</b>
<b>E.G. Property Z</b>		<b>Yes</b>		<b>£10,000</b>

<b>25. Non Practice Overheads-</b> Please state any costs that can be described as personal within the accounts E.g. Wives/husbands cars.	<b>E.g. Wife's Salary</b>	<b>£5,000pa</b>

<b>26. Exceptional costs</b> Please state any costs that are regarded as exceptional- i.e. not recurring within the practice P&L accounts E.g. Roof Replaced, windows replaced	
Cost	Amount

**PROFESSIONAL STAFF WHO UNDERTAKE CLINICAL WORK**

PLEASE STATE WHETHER ASSISTANT OR PARTNER, AND SALARY IF EMPLOYED (THERE IS NO NEED FOR NAMES) IF A LIMITED COMPANY INCLUDE DIRECTORS SALARIES.

PERSONNEL	Age	Annual Salary	Car provided- Yes/No	Accommodation Provided Yes/No	Units Worked
<i>EXAMPLE</i>					
Partner A	45	N/A	1	No	No
Assistant A	43	£17,500	No	No	0.5
Assistant B	31	£31,000	Yes	No	1.0


**ANY ADDITIONAL COMMENTS**

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LATEST ACCOUNTS ENCLOSED?	YES	NO
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**HOW DID YOU HEAR ABOUT the VBA** (Please Tick?)

RECOMMENDATION
WORD OF MOUTH
THE VETERINARY RECORD ADVERT
VETERINARY TIMES ADVERT
VETERINARY BUSINESS NEWS
INTERNET SEARCH
OTHER (please state)

Date.....

All information received is treated confidentially. Please note that The VBA regularly updates its databases with statistical information taken from client practices. This information is used in such a way that no practice is identifiable.

When completed please either

1. Email document to enquiries@thevba.com as an attachment, or
2. Post to The VBA, Birchwood House, Main Street, Corbridge, NE455LA

*Legal Disclaimer*

*The client agrees that any information on values must be used for general guidance only and the VBA cannot be held responsible for any financial implications or losses that may occur due to decisions made by the client using this information. The valuation range report is undertaken without the VBA having access to the practice and as a consequence is purely dependent upon information given by the practice owners. Any tax implications of any sale value must be checked with their financial advisor.*

