

SALE PROCESS FOR SMALL BUSINESSES

Phase I

Step 1	<i>Weeks 1-3</i>	<i>Record Collection, Market Research & Strategy</i>
Step 2*	<i>Weeks 3-4</i>	<i>Preliminary Valuation</i>

Phase II

Step 3*	<i>Weeks 1-3</i>	<i>Confidential Business Review</i>
Step 4*	<i>Weeks 4-5</i>	<i>Identification of Synergistic Candidates</i>
Step 5	<i>Weeks 6-8</i>	<i>Confidential Approach To Qualified Prospects</i>
Step 6	<i>Weeks 9-12</i>	<i>Initial Deal Parameters & Negotiations</i>
Step 7	<i>Weeks 13-16</i>	<i>Deal Structuring & Letter of Intent</i>
Step 8	<i>Weeks 17-21</i>	<i>Due Diligence</i>
Step 9	<i>Weeks 21-29</i>	<i>Definitive Agreement</i>
Step 10	<i>Weeks 30-31</i>	<i>Closing And Transition To New Ownership</i>

*Steps 2, 3 & 4 often occur simultaneously. Note: These are estimates only; timetables may be accelerated or decelerated to take into account client needs or Market conditions.

CHECKLIST OF REQUIRED INFORMATION

In order to expedite the sale of your business please submit the following information (where applicable).

A. Financial Statements

- _____ 1. Annual financial statements for the past three to five years
- _____ 2. Federal income tax returns for the same period of years
- _____ 3. Interim statements (monthly and/or quarterly)

B. Other information

- _____ 4. List of loans (if any)
- _____ 5. Inventory list
- _____ 6. Supplier/Vendor List
- _____ 7. Equipment list- by item, by category- with replacement cost
- _____ 8. Copies of real and personal property tax assessments
- _____ 9. Copies of appraisal reports, if any
- _____ 10. Copies of leases, loan agreements, franchise or distributorship agreements, contracts with customers and/or suppliers, buy/sell agreements, employment non-competition agreements, etc.
- _____ 11. Product or service brochures, catalogs, price lists, menus, product samples, announcements, etc. (as applicable)
- _____ 12. List of trade association memberships and industry information sources
- _____ 13. Licenses and operating permits

H. Name and Business Telephone Numbers of the Following Persons

- _____ 14. Attorney
- _____ 15. Landlord
- _____ 16. Accounting