

## **SALE PROCESS FOR SMALL BUSINESSES**

### **Phase I**

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

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### **Phase II**

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

\*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