



Sellers Profile
(All Sellers Must Complete)

Date Submitted: _____

Name of Company: _____

City: _____ State: _____ For Sale Since: _____

Web site: _____

Name of Contact Person: _____

Title: _____ Phone: _____ Email: _____

Information necessary for a buyer's review of this opportunity.

1. Business description and SIC Code(s).

2. How long has the business been in operation?

3. State where principal office is located and number of full time employees.

4. Asking price of the business and what it includes/excludes.

5. Acceptable Terms: Cash Out: _____ Financing: _____
6. Last three years Federal Tax Returns.
7. Last three years Financial Statements.
8. Year-to-date Financial Statements (i.e. QuickBooks Data File Backup).
9. Detailed listing of fixed assets, vehicles, leaseholds, and real estate, including estimated Fair Market Value.
10. A current, or most recent, schedule of Inventory.
11. Copy of office/building lease.
12. List of top 5 customers and their annual sales last year and this year-to-date.
13. Copy of Business Plan.
14. Any budgets on projections for future sales.
15. Copies of any appraisals or valuations.
16. List of trade associations you belong to. (Please provide a copy of their newsletter, magazine, or website.)
17. Copies of company brochures and/or marketing materials or ads.
18. Any information you may still have from when you purchased this business, if applicable.
19. Copies of the last twenty four months of State Excise Tax Returns.
20. Can the business grow at 20% per year?
21. Is there a competent management team in place after the seller is cashed out?
22. Does the company have a written Executive Summary? If so, provide a copy.
23. Why would an investor or company want to acquire this company? (*see list of Phantom Assets - page 5*)

24. Copies of any loans to be assumed.

25. Advantages over competitors.

26. List the amount of "excess" inventory and/or non-operating assets included in the sale.

27. Special comments or information.

28. Top five competitors:

Company Name: _____

Contact: _____

Telephone Number: _____

Website: _____

Company Name: _____

Contact: _____

Telephone Number: _____

Website: _____



Company Name: _____

Contact: _____

Telephone Number: _____

Website: _____

Company Name: _____

Contact: _____

Telephone Number: _____

Website: _____

Company Name: _____

Contact: _____

Telephone Number: _____

Website: _____

29. Name, address, and telephone number of outside professionals.

Attorney: _____

Accountant: _____

Other: _____

Any information you furnish us is confidential and will be disclosed only to those buyers we feel qualified to purchase your business. If you have any questions or concerns now or at any time while we are representing you and your business, please don't hesitate to call us.

Phantom Assets

Please note if any of these items are applicable to your company and might enhance the value of your business.

(Please **circle** those that may apply and provide any additional details)

- Advertising campaign
- Advertising material
- Backlog
- Computer databases
- Computer designs
- Contracts
- Copyrights
- Credit files
- Custom-built factory
- Delivery systems
- Distributorships
- Employee manual
- Engineering drawings
- Experienced design staff
- Favorable financing
- Franchises
- Government programs
- Growing industry
- Industry ratios
- Know-how
- Licenses
- Local economy
- Location
- Low employee turnover
- Loyal customer base
- Mailing list
- Management
- Name recognition
- Proprietary designs
- Recession resistant industry
- Reputation
- Royalty agreements
- Skilled employees
- Supplier list
- Systems and procedures
- Tooling
- Trade secrets
- Trademarks
- Training procedures