

## Business Succession – Pre-Sale Checklist

Things to consider before you put your business up for sale.

- Timing
  - Strong sales numbers, stable profits, consistent customer volumes
- Clear about what is for sale
  - Shares, assets, both
- Information is up to date
  - Vendors, customers, suppliers, inventory
- Gathered vital information
  - Employee contracts, lease agreement, property details, franchise agreement, photos of business, business description
- Supporting Professionals are in place
  - Accountant, lawyer, business broker, lender, financial planner
- Management tools available
  - HR tools and policies, business plan, marketing plan, operations manuals
- Easily demonstrate reliable revenue
  - Multi-year contracts, diverse and reliable customer/client base
- Technology is up to date
  - Up to date systems, machinery, innovative services
- Facilities are prepared
  - Premises and/or equipment are updated, clean, maintained and present well
- Employees
  - Key staff are staying with the business
- Determined finance-ability or other arrangements
  - Availability of vendor take back arrangements
- Goodwill
  - Demonstrated ability to earn more than the return from the tangible assets. Established excess earnings over and above the market salary. Can the goodwill be transferred?