

SELLING YOUR BUSINESS WITH A BUSINESS BROKER



I am interested in working with small businesses that :

Have a history of profitability

Are free of major impending threats and/ or weaknesses

Have committed and engaged ownership

Hold a strong position in their market

Have opportunities for growth

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INFORMATION GATHERING

Provide the following documents for analysis :

As many year's financial statements (income statement and balance sheet) as possible – minimum 3yrs ideally 5

Copy of your lease if you have one

List of all hard assets included

ANALYSIS AND VALUATION

Lay out the financial results on a spreadsheet

Identify and understand any trends or line items that stand out

Adjust the raw statements by adding back personal expenses, owners' salary and smooth out other accounts that are unusually high or low

Research sales to similar businesses to understand market and multiples

Do a high level review of business to determine the appropriate multiple

Do an initial valuation

Create a comprehensive report for Seller

\$3,500 plus HST

IF SUCCESSFUL, THE SALE FEE IS DEDUCTED FROM COMMISSION

PREPARING/ FINALIZING LISTING

Agree on price

Final details of offering and approach

Create draft flyer and feature sheet, and contents of data room

Confirm advertising channels

Confirm commission structure

Confirm Seller's team of advisors

INQUIRY PROCESS

Receive inquiry

Have prospect complete NDA and buyer profile

Confirm address and other particulars of prospect

Submit application to Seller for approval

If approved send full package to prospect

Arrange and attend all showings

OFFER PROCESS

All offers submitted to Seller unabridged

List agent works with Buyer to clean up/ revise offer if necessary

Conference with Seller to explain options

Repeat until accepted offer

SALE COMPLETION PROCESS

Coordinate all advisors and professionals

Anticipate and resolve all issues arising