

SELL A BUSINESS – Information Required
CONFIDENTIALITY: All the information that you provide will be treated with the strictest confidence.
GENERAL: In order to prepare a Business Information Memorandum that presents the business in its strongest light and creates an optimum sale price plus a result in the required time frame, listed below is a sample of the information required.
1. INTRODUCTION: <ul style="list-style-type: none"> • Background History of the Business • Reason for the Sale
2. TRADING: <ul style="list-style-type: none"> • Registered Trading Names • Business Type
3. OPERATIONAL OVERVIEW: <ul style="list-style-type: none"> • Products • Major Brands/Labels • Major Suppliers/Agencies & Contracts • Trading Hours • Infrastructure • The Manufacturing Process • Storage & Distribution • Customer Contracts • Administration & Accounting • Computerisation • Travel • Quality Assurance • Operations Manuals
4. MARKETING & SALES: <ul style="list-style-type: none"> • Position in the Market • Geographical Sales Spread • Sales by Product & by Customer • Current Projects • Current Marketing Campaigns • Product Life Cycles • Future Strategies • Competition
5. MANAGEMENT & HUMAN RESOURCES: <ul style="list-style-type: none"> • Staffing • Key Staff Members • Labour Relations • Proprietors Current & Future Role
6. THE PREMISES: <ul style="list-style-type: none"> • Freehold or Leasehold • Premises Information & Floor Plan • Lease Details: <ul style="list-style-type: none"> ▪ Landlord/Lessor ▪ Term & Options ▪ Current Rent ▪ Current Variable Outgoings ▪ Rent Review Details ▪ Deposit & Guarantee ▪ Redevelopment Clause

7. FINANCIAL:

- Current Year to Date Trading Figures (MYOB)
- Profit & Loss Statements and Balance Sheets - 3 years and professionally prepared
- BAS Statements
- Accounts Receivable & Accounts Payable Information
- Working Capital

8. OFFERED FOR SALE:

- Details of the Business Assets Offered for Sale:
 - Stock & Work in Progress
 - Plant & Equipment
 - Intellectual Property
 - Goodwill

CONCLUSION: The "Business Information Memorandum", prepared by ROBERT GASMIER Business & Property Broker from information supplied by the business owner, is a most important tool in helping to achieve the owner's objectives.

P: 08 9316 9211 F: 08 9316 8839 E: robert@businessforsalewa.com.au

www.businessforsalewa.com.au