



Member Australian Institute
of Business Brokers Inc

Attaché Business Broking

www.attacheinvestments.com.au

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Dear Business Owner,

Thankyou for the opportunity to meet with you and appraise your business.

The list below details the information we require to complete our appraisal and/or prepare the Business Information Package and Business Profile for prospective buyers, and we have also suggested some things you can do to help the sale of your business to go smoothly.

Please ensure the following information is made available to us as soon as possible:

- Copies of previous three financial year's accounts (Trading Statement, Profit & Loss and Balance Sheets - available from your accountant).
- Copies of BAS for the most recent financial year.
- Copies of BAS for the current financial year.
- Copies of previous three year's Taxation returns.
- Copies of aged Debtors and Creditors lists.
- Monthly turnover figures from the start of the current financial year to now.
- A copy of the signed lease on the premises (where applicable).
- Copies of any agreements with, or orders from, shopping centre management over and above the lease conditions.
- A copy of any franchising or licensing agreements for running the business.
- Copies of any local council, state or federal government approvals required to run the business.
- A list of all Plant & Equipment included in the sale of the business.
- A copy of the depreciation schedule, or written down value list of assets, included in the sale.
- A list of Plant & Equipment on lease showing details of contracts and payout figures.

Once you list you business for sale with us, it is suggested that you:

Advise your accountant, solicitor and landlord (or Centre Management) that your business is for sale and that Attaché Business Broking is representing you in the sales process – this will hopefully minimize any delays through the negotiation period and keep your sale moving at an ideal pace.

Ensure that all business records and documents (eg supplier & customer invoices, bank statements, EFTPOS statements, etc) are easily accessible for perusal – most purchasers require a period of due diligence in the sales process, with access to these documents enabling the purchaser to verify at least some of the key figures supplied.

Keep the premises looking as tidy and well presented as is reasonably possible – this assists when purchasers visit, demonstrating good business practice and sound OH & S standards.

Concentrate on normal business as usual – it is important to maintain the momentum of your business throughout the sales process.

Remember that we will handle all negotiations with purchasers – this will allow you to concentrate on running your business and avoid the possibility of you being placed on the spot with questions which require further investigation, or the purchaser misinterpreting your answers and motives – potentially stalling the sale.

We will keep you informed with regular feedback during the sales process, and will ensure that:

All potential buyers are fully qualified prior to introduction to your business.

The completion of a comprehensive Confidentiality and Non-Disclosure agreement by all potential buyers.

Maximum discretion is observed at all times, with potential buyer visits by prior appointment only.

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By choosing to list your business for sale with Attaché Business Broking, you will enjoy the highest level of professional service backed by the following advantages:

- The preparation of a comprehensive Business Information Package, including Business Profile, Financial Analysis and Business Diagnostics (highly regarded by potential buyers and, most importantly, their accountants).
- On site digital photography and the inclusion of your business's details and photos on our website (now generating a significant volume of our buyer inquiry) .
- Potential buyer matching service utilizing our sophisticated Customer Relations System (CRM) and its extensive electronic database of buyers.
- The development and implementation of a strategic targeted marketing campaign for your business, initially including 6 months media advertising.
- Our expanded coverage in both the Central Coast and Sydney markets, with our office located at Gosford.
- Our ability to finance a buyer into your business (we are also licensed Finance Brokers).

If you have any further questions, or require assistance at any time during the sales process, please do not hesitate to contact me on **0431 821 609**.

Sincerely,

Stuart Derham
Licensee

<p><u>NOTES</u></p>

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BUSINESS INFORMATION

Business Name: _____ **Business Type:** _____ **Date Established** _____

Business Address: _____ **P/Code** _____

Registered Office: _____ **P/Code** _____

ABN or ACN: _____ **Structure:** Sole Trader Partnership Company Other _____

Vendor Contact Name(s): _____

Contact Numbers BH: _____ **FAX:** _____ **Mobile:** _____ **AH:** _____

Vendor's Address: _____ **P/Code** _____

Email: _____ **Business Website:** www. _____

Accountant: _____ **Contact:** _____

Address: _____ **P/Code** _____

PH: _____ **FAX:** _____ **Email:** _____

Accountant has been informed of sale? Yes No (Please notify your accountant that we have been appointed to handle the sale)

Solicitor: _____ **Contact:** _____

Address: _____ **P/Code** _____

PH: _____ **FAX:** _____ **Email:** _____

Leasehold or Freehold Sale?

Landlord Contact: _____

Address: _____ **P/Code** _____

PH: _____ **FAX:** _____ **Email:** _____

Landlord Solicitor: _____

Address: _____ **P/Code** _____

PH: _____ **FAX:** _____ **Email:** _____

Real Estate Agent: _____

Address: _____ **P/Code** _____

PH: _____ **FAX:** _____ **Email:** _____

Shopping Centre Manager: _____

Address: _____ **P/Code** _____

PH: _____ **FAX:** _____ **Email:** _____

Licenses, Permits & Legal Requirements - Are there any Federal, State or Local Government licenses, permits or registrations required to run the business? Yes No Details: _____

Special Qualifications - Are there any special trade or academic qualifications required to own and/or run the business? Yes No

Details: _____

Are there any other requirements or restrictions affecting the trade and conduct of the business (eg shop trading hours, special conditions in lease, or shopping centre requirements)? Yes No Details: _____

Is the business a Franchise? Yes No

Franchise Group Name: _____

Head Office Contact(s): _____

Head Office Address: _____ P/Code _____

PH: _____ FAX: _____ Email: _____

Franchise Area Manager: _____

PH: _____ FAX: _____ Email: _____

Special Conditions of Franchise: _____

Franchisor Sale Requirements (if known) _____

Are the staff aware of the sale? Yes No

Names of people you know (*in your industry*) who may be interested, or any other person you may know who has expressed interest, in purchasing the business, and their contact details (if possible):

Industry Periodicals – Journals, magazines, publications – please supply a copy, or list them here with contact details (if possible):

INFORMATION MEMORANDA

Name of Business:

Date Established:

Business background and history:

(Describe how the business started and your role in the success of the business, giving dates if possible to the present day)

Details of the business:

(Describe the business ownership and/or corporate structure, the workings and special features of the business)

Business operation:

(Hours of operation, overview of workings of the business)

Products and services, market sector and share:

(Detail the products and/or services offered, target markets and share of market; also future potential and prospects)

Premises and location:

(Describe location, vicinity of competitors, surrounding businesses, condition of premises, accessibility, storage and other features of the premises, anything else regarding the premises which may need to know, e.g. home based)

Leasehold (Details of lease e.g. 5 x 5, 3 x 3 x 3) _____ Expiry date (with options) _____

