



## SELLER'S ACTION LIST

Signature Business Brokers has perfected the most comprehensive Business Sales Program ever developed! This has been designed and developed to sell your business quickly, confidentially and at the best possible price.

In order to put our comprehensive Business Sales Program into action, we will need the following items from you:

Item:

- Financial Statements for 2021, 2020, 2019, 2018 and 2017 along with the most recent quarterly statement
- A copy of your premises lease or details on the real property that is included in the sale
- A complete list of business assets, furniture, fixtures, equipment, vehicles, etc. along with an estimated fair, used replacement value of each item
- The value of the Inventory, at landed cost, that will be included in the Purchase Price.
- A summary of existing equipment financing and leasing agreements (if applicable)
- Copies of any Franchise Agreements, License Agreements, Dealership Agreements, Distributorship Agreements and Liquor Licensing (if applicable)

A brief history of the business to include:

- Information on your products and services, how you market them and to whom
- Information on your industry, company history, competitors, growth potential, etc.
- Any other information that you believe would be valuable in presenting your business in the most favorable manner
- Copies of your promotional materials

The above information will be kept strictly confidential and will be only divulged to qualified buyers that have signed a Confidentiality and Non-Disclosure Agreement.