



CONFIDENTIAL SELLERS INFORMATION

Date: _____

Name: _____ Spouse: _____

Phone: _____ E-mail: _____

Name of Business: _____

Business Address: _____

Type of Business: Sole Proprietor Partnership Corporation

S Corporation Other _____

What is the estimated value of the business? _____

What is your time frame for selling? _____

Do you have real estate you would like to sell? _____

Are you potentially interested in owner financing for tax saving purposes? _____

Please describe your business in a short summary:

I understand that all information shared with our firm will be kept confidential. I acknowledge that I am the legal owner/CEO/representative of this business and have full authority to act on behalf of the business.

Signature: _____ Date: _____

Print Name: _____



SELLER LISTING INFORMATION

The business owner is a key resource in assisting our firm in the sale of a business. Please help us by providing as much information about your business as possible. The following is a suggested list of information to be made available for a buyer to make an informed decision:

1. Company history. How did it become successful? What is unique about it? This will help refine prospective buyers' interests.
2. Financial Statements for the past three years. Year-End Profit & Loss statements and Balance Sheets
3. Income Tax Returns for the past three years.
4. Current list of furniture, fixtures, and equipment to be sold. Assign an estimated market value to each item.
5. Dollar amount of inventory and supplies being sold. In the absence of an up-to-date inventory, a current estimate that will be adjusted + or - at closing.
6. Photos, brochures, trade journals, etc. which you may have available on your business.
7. Number of employees with respective responsibilities, salaries, wages, and fringe benefits, if any.
8. Hours of business operation
9. Legal description of the real estate being sold or leased (if applicable)
10. Detailed information on any encumbrances on the real property
11. Copy of mortgage or lease, or detailed description of terms
12. List any impending legal actions, suits, liens, judgments, or other knowledge that you may have which affects the sale ability or the value of your business.
13. Is the business now being operated at its optimum potential? If not, how would you change the operation?

Gathering this information is time consuming, we know. However, the more complete that we are in our presentation of your business, the greater likelihood of success we will have at selling your operation in a timely manner.

When you have the information together, please mail it to the CGBB office or e-mail it to your contact. CGBB's general company e-mail is info@arkansasbusinessbrokers.com where it will be forwarded to the CGBB associate handling your account.

Thank You!

Cantrell-Griffin Business Brokers