



Over 300 Offices World Wide

BUSINESS DISCUSSION TOPICS

**Please be Prepared to Discuss the following In Our First Meeting
All information will Be Kept Strictly Confidential**

Business Name _____ Corporation _____ Today's Date _____
 Product/ Services/ Activity _____
 Address _____ City _____ State _____ Zip Code _____
 Official Representative/Contact Name _____ Position _____
 Distributorship or Franchise? ___ Yes ___ No Details _____
 Business Phone # _____ Fax _____ URL _____
 Cell #: _____ Email Address: _____
 Other Locations Owned _____

Business Info: Days/ Hours _____ Accounting Done? ___ In House ___ Out-Sourced
 No. of years in Business? ___ Years Current Owner? ___ Legal Form _____ (DBA) Sol. Prop. _____
 Ever Tried to Sell Before? ___ Yes ___ No If yes, FSBO*? ___ Broker? _____ When? _____
 Licenses Req'd: _____
 If Own Building please list the size and approximate Value _____
 Original or Transfer Certificate of Title number: _____
 If Leased: How long is the current term? _____ Options? _____ Assignable? ___ Yes ___ No
 # Sq. Ft. _____ Base Rent Php _____ TAX Php _____ Other: _____
 # Of non-owner Employees: FT _____ PT _____ Will They Stay? ___ Yes ___ No ___ Maybe Do They Know? ___ Yes ___ No
 Approximate Value of Saleable current inventory at cost Php _____
 Approximate Replacement Value of Vehicles, Furniture, Fixtures and Equip Php _____
 Marketing: Yellow Pages ___ Direct Mail ___ Newspaper ___ Internet ___ SEO ___ Pay Per Click _____
 Other: _____
 Gross Sales Last Year Php _____ Profitable? ___ Yes ___ No Net Profit (Loss) Php _____
 Cash Flow Last Year Php _____ Verifiable Cash Flow Php _____
 Comments: _____

 Why Do You Want to Sell? _____
 Upside Potential for New Owner _____

 Seller's Idea of Listing Price Php _____ to _____ What is this based on? _____

 Training you would provide _____ Non-Compete Offered for _____ Years & _____ Miles
 How much would you carry of the purchase price with collateral other than your business _____ %
 Additional Info Broker Should Know: _____

Please Bring With You to the Broker Appointment for Discussion Purposes Only:

1. Articles of Incorporation and By-laws
2. Latest General Information Sheet duly stamped received by Securities and Exchange Commission
3. Last 3 full year's Financial Statements, Tax Returns and Profit and Loss Statements (if available)
4. Year to date Profit and Loss Statement for same period of prior year
5. Current Balance Sheet (if available)
6. Monthly Sales History for last 3 years
7. Litigation and Claims – list all pending litigation or claims involving the corporation
8. List and obtain copies of all employees' employment contracts
9. Government registrations, permits and consents
10. Real and Personal Properties
 If owned: Certificates of Title, Tax declarations, All agreements relating to or affecting the real property
 If leased, obtain a copy of each lease and prepare a statement covering the important facts with respect to each Lease: Rent paid, Subletting/assigning privileges, Term, Termination and renewal provisions.
11. List of Non Business items expensed through the business such as: Personal items , owner benefits including salary, insurance, auto & phone if not required to operate the Business, Phantom employee costs, Non-working family member expenses, Charitable contributions and 1 time expenses that will not repeat or do not belong to the business. Include any revenue or expense item that does not apply to the business, is not necessary to maintain the business or will not affect the profitability of the business if the adjustment is made.

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