

Preparing Your Business for Sale

1. *Out of date or incorrectly documented legal structure:* Make sure that your legal structure is documented with a written agreement and/or a Buy Sell in place.
2. *Management Style:* Owners often become complacent about operating expenses, Revenues and Employee Motivation—control any erosion of the business.
3. *Business Value:* The Goal of the Buyer is a fair wage, rate of return of investment and the servicing of the debt. Too high a price will cause the owner to be frustrated and anxious with the ultimate result of liquidation of a business.
4. *Facilities:* It is critical that a building not be allowed to deteriorate and must be brought back to proper quality standards.
5. *Exit plan strategy:*
 - Determine your reason for selling
 - Identify the type of buyer
 - Method of sale
 - Time frame for sale
 - Actions taken to enhance sale
 - Identify team of advisors
 - Price range for business
 - Identify key persons that require an employment contract
 - Plan to communicate intentions to sell
 - Documentation of Financials and forecasts
 - Sales and marketing brochures updated
 - Structure for sale
 - Process of marketing, negotiating and selling the business
 - Structure for payments
 - Graceful exit and smooth transition