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Selling Your Business Checklist

As you go through the selling process, your business's prospective buyer will expect to see facts related to your business. Use this checklist to organize which documents you already have complete and available and which you still need to prepare.

- [ ] Non-Disclosure Confidentiality Agreement
- [ ] Personal Financial Statement Form for Buyer to Complete
- [ ] Offer-to-Purchase Agreement
- [ ] Note for Seller Financing
- [ ] Financial Statements for Current & Past 2-3 Years
- [ ] Statement of Seller's Discretionary Earnings or Cash Flow
- [ ] Financial Ratios & Trends
- [ ] Accounts Payable & Accounts Receivables Aging Reports
- [ ] Inventory List with Value Detail
- [ ] List of Fixtures, Furnishings, & Equipment with Value Detail
- [ ] Asset Depreciation Schedule from Tax Return
- [ ] Supplier & Distributor Contracts
- [ ] Client List & Major Client Contracts
- [ ] Staffing List with Hire Dates & Salaries; Employment Agreements
- [ ] Organization Chart
- [ ] Photos of Business
- [ ] List of Opportunities for Improvements with Revenue/ Profit Projections for Each
- [ ] Business Formation Documents
- [ ] Corporate or Schedule C Tax Returns for Past 2-3 Years
- [ ] Building or Office Lease
- [ ] Equipment Leases & Maintenance Agreements
- [ ] Business Licenses, Certifications, & Registrations
- [ ] Professional Certificates
- [ ] Insurance Policies
- [ ] Copies Proving Ownership of Patents, Trademarks, & Other Intellectual Property
- [ ] Outstanding Loan Agreements
- [ ] Description of Liens
- [ ] Product/Service Descriptions & Price Lists
- [ ] Business Plan
- [ ] Marketing Plan & Samples of Marketing Materials
- [ ] Employment Policy Manual
- [ ] Business Procedures Manual
- [ ] Other Documents Unique to Your Business

HAVE MORE UNCHECKED BOXES THAN YOU THOUGHT?

If you need help preparing these documents, our Business Valuation team is here to help.

Reach out to Daryl Staley, CPA, CVA, MBA at dstaley@sek.com or 717.900.2021 to get started.