

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	☐ Supplier & Distributor Contracts	☐ Professional Certificates
☐ Personal Financial Statement Form for Buyer to Complete	☐ Client List & Major Client Contracts	☐ Insurance Policies
☐ Offer-to-Purchase Agreement	☐ Staffing List with Hire Dates & Salaries; Employment Agreements	☐ Copies Proving Ownership of Patents, Trademarks, & Other Intellectual Property
☐ Note for Seller Financing	☐ Organization Chart	☐ Outstanding Loan Agreements
☐ Financial Statements for Current & Past 2-3 Years	☐ Photos of Business	☐ Description of Liens
☐ Statement of Seller's Discretionary Earnings or Cash Flow	☐ List of Opportunities for Improvements with Revenue/ Profit Projections for Each	☐ Product/Service Descriptions & Price Lists
☐ Financial Ratios & Trends	☐ Business Formation Documents	☐ Business Plan
☐ Accounts Payable & Accounts Receivables Aging Reports	☐ Corporate or Schedule C Tax Returns for Past 2-3 Years	☐ Marketing Plan & Samples of Marketing Materials
☐ Inventory List with Value Detail	☐ Building or Office Lease	☐ Employment Policy Manual
☐ List of Fixtures, Furnishings, & Equipment with Value Detail	☐ Equipment Leases & Maintenance Agreements	☐ Business Procedures Manual
☐ Asset Depreciation Schedule from Tax Return	☐ Business Licenses, Certifications, & Registrations	☐ 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](tel:717.900.2021) to get started.