

Cantrell-Griffin Business Brokers

1500 S. Thompson

Springdale, AR 72764

(479) 521-8529 Phone (479) 927-4486 Fax

www.arkansasbusinessbrokers.com

SELLER LISTING INFORMATION

Because you are a key resource in assisting our firm in the sale of your 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) Financial Statements for the past three years.
Year-End Profit & Loss statements and Balance Sheets
- 2) Income Tax Returns for the past three years.
(Schedule "C" if a sole proprietorship, Form #1120 if a corporation)
- 3) Current list of furniture, fixtures, and equipment to be sold.
Assign a market value, if possible.
- 4) Dollar amount of inventory and supplies being transferred in the purchase price (to be adjusted + or - at the time of closing).
- 5) Photos, brochures, trade journals, etc. which you may have available on your business.
- 6) A brief history of your company.
- 7) The total number of employees, salaries, wages, and fringe benefits, if any.
- 8) Hours of operation of your business.
- 9) Legal description of the real estate being sold or leased (if applicable).
- 10) Current information on the encumbrances on the real property, if applicable (copy of mortgage if any, copy of lease if property is leased).
- 11) 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.
- 12) Is the business now being operated at its optimum potential? If not, how would you change the operation?

We realize that gathering this information is time consuming; however the more complete that we are in our presentation of your business, the greater success that we will have at selling your operation in a timely manner.

When you have the information together, please drop it by our office, e-mail it, fax it or mail it to our office. Or we can have someone pick it up. Our e-mail is info@arkansasbusinessbrokers.com.

Thank You!