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INFORMATION REQUIRED FOR THE SALE OF A BUSINESS

To expedite developing an Offering Memorandum and consideration by a buyer you will be asked to provide at least the following information. Start collecting it now to make the process easier for you.

- ___ Financial Statements, Income Statements and Balance Sheet for past 3 years and current year-to-date.
- ___ Tax Returns for past 3 years.

- ___ List of non-recurring expenditures or adjustments to Financial Statements.

- ___ Listing of officer(s) compensation & benefits.
- ___ List of owners, percentage owned, years with company; preferences for future employment.

- ___ Breakdown of personnel by job description, length of service and compensation.

- ___ Lease or copy of deed & appraisal (if available) with Building schematic.

- ___ Equipment list, appraisal if available.
- ___ Synopsis of any material business contracts; licenses; equipment leases; etc.
- ___ Loan agreements.

- ___ Largest customers, sales or contracts; total dollar sales; % of total for past 3 years.
- ___ List of principal competitors.

- ___ Promotional Literature, advertisement, catalogs, articles published about the company or owners.

- ___ List of major sources of referrals.

- ___ Present markets served. Copy of marketing plan.
- ___ Projections; Copy of business plan.
- ___ Copies of any reports or analysis prepared by outside consultants.

- ___ Opportunities to enhance the business.

- ___ Synopsis of lawsuits; claims. Schedule of liens; encumbrances.
- ___ Strengths and weaknesses of the company.

- ___ History of the company that is detailed about specific events past, present and potential growth.