

# Our Roadmap to Sell Your Business

## 1. Prepare the Sale of Your Business

## 2. Interested Buyer is Found

- Interested Buyer Completes NDA
- Buyer Financial Review & Approval (Credit Report, Profile, other)
- Provide Buyer A Document Package
  - Company Overview & Benefit Statements
  - Credible SBA Certified Business Valuation
  - Tax Returns & Financial Statements
- Buyer Consults Their Advisors

- We provide an SBA Compliant Certified Business Valuation
- Draw up Business Sale Agreement
- Prepare Business Sale Offer Documents
- Business Sale Offer Sheet
- Non-Disclosure Agreement (NDA)
- Discuss sales terms (seller finance, etc.)
- Run tax analysis, proceeds waterfall
- Offer Business For Sale In Three Phases:
  - Preferred Buyer Period for Employees or Co-Owners
  - Mailing to Competitors, Vendors & Other Interested Parties
  - Public Internet listing, Biz Buy Sell or Other

## 3. Buyer & Seller agree to terms

- Letter of Intent – Price, Terms, Date
- Buyer's Financing Commitment Letter
- Buyer Due Diligence Period
- Attorney Prepares Purchase & Sale Agreement
- Both Parties Sign Purchase & Sale Agreement
- Bank Selects Closing Attorney
- Bank Obtains an SBA Compliant Certified Business Valuation (if applicable)
- Bank Completes Necessary Diligence

## 4. BUSINESS IS SOLD!

**Discuss Next Step Options including Investment Management and Tax Advisory Services.**



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www.grifco.com 509-326-4054

