

**SELLERS:**

This document is simply a questionnaire designed to collect and organize relevant confidential business information. In addition to the questionnaire, page one provides a list of needed supporting financial and marketing related documents. Market CONNECTIONS will use this information to determine the "market value" of the business and to prepare necessary sales/marketing information.

**ALL INFORMATION PROVIDED TO MARKET CONNECTIONS IS HELD IN THE STRICTEST OF CONFIDENCE**

This information will not be given to a prospective buyer(s) until the buyer(s) have signed a confidentiality agreement.

*Confidential*



*Market* **CONNECTIONS**  
*Independent Business Brokers*

***BUSINESS***

***INFORMATION***

***COLLECTOR***

***Independent Business Broker***

**NOTE:**

Even though you may not be interested in selling your business at this time, questions relating to the sale of your business must be answered. This is necessary in order to determine the 'market value'. Please answer all questions as though you were preparing the business for sale. Questions not answered will be treated as not applicable (N/A) or Zero (0) value for valuation purposes.

**THE FOLLOWING DOCUMENTS ARE NEEDED:**

- ✓ Historical Financial Statements and/or Tax Returns for past three fiscal years
- ✓ Interim Financials along with the interim financials annualized
- ✓ Projections for Sales, Earnings Before Tax and Cash Flow

**IF AVAILABLE, THE FOLLOWING INFORMATION SHOULD BE PROVIDED:**

- ✓ Asset depreciation schedule and/or complete list of equipment, furniture and fixtures
- ✓ Business valuations on prior years
- ✓ Appraisals, finance and lease agreements on equipment, furniture, fixtures and real estate
- ✓ Business plans, budgets or financial projections
- ✓ Brochures, photographs, price lists, key contracts, purchase or buy/sell agreements
- ✓ Local and regional economic information and current industry forecasts

**Client submits the information which has been compiled from books, records, and information from the business. In addition, if applicable, information is subject to all terms and conditions of the Client Request Form #310. The user of this information is instructed by client to assume that unanswered questions as set forth herein are not applicable.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**



1. Client Name Mr.  Mrs.   Title

Name of Business

Address

**CALL MARKET CONNECTIONS TO DISCUSS PREPARING YOUR BUSINESS FOR SALE.**

