



# SCORE BUSINESS BROKERS

(A division of Thompson Marketing 2000 Ltd.)

Edmonton, Alberta, Canada

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## Business Selling Package



**Thank you for considering using Score Business Brokers to help you sell your Business. We appreciate the opportunity.**

### **Benefits of Listing with S.C.O.R.E. Business Brokers**

S.C.O.R.E. Business Brokers understands that privacy and confidentiality of our clients is of the utmost importance. Our system protects our clients identity and also pre qualifies potential buyers.

- We advertise in a generic manner never revealing the name or location of the business (unless our clients request)
- We advertise daily through a variety of internet sites.
- We will contact our existing buyers who have been pre-qualified and have signed a Confidentiality Agreement to see if they are interested.
- All of our ads drive potential buyers to our website where your business / franchise is listed.
- Once we have been contacted by a potential buyer we will send a listing sheet with basic information on the business (without the name or location of the business) along with a buyers questionnaire, buyers must fill out the questionnaire before going to the next step.
- Potential buyers will be contacted after they have submitted the buyer profile questionnaire once qualified they will sign a confidentiality agreement, only then will buyers be given more information about the business for their due diligence. Buyers are not permitted to contact the owner or staff while performing their initial due diligence.
- We will assist the Seller and the Buyer through the entire process.

***“Somebody once said that in looking for people to hire, you look for three qualities: integrity, intelligence, and energy. And if you don't have the first, the other two will kill you. You think about it; it's true. If you hire somebody without [integrity], you really want them to be dumb and lazy.”***

***– Warren Buffett***

## Summary of Events in Selling a Business

Selling your Business can be one of the most important decisions you will make. Careful planning and organization are critical in getting your Business Sold. Below is a summary of the Score Process.

- Introductory meeting between the Seller and the Broker
- Seller provides SCORE with last 3 years of financials, asset list and details of the lease. S.C.O.R.E. will analyze the business and then meet with the seller to discuss a fair market price.
- If the Seller agrees to list with Score Business Brokers then:
  - Seller signs a listing Agreement.
  - Seller signs an Agency Disclosure/Acknowledgement document.
  - Seller provides documentation that they are in a position to sell the Business, and provides a copy of the corporation documents.
  - Seller completes a questionnaire supplied by S.C.O.R.E. to provide an overview of the Business.
  - Seller provides a copy of their Lease.
  - Seller provides floor plan if available.
  - Seller provides deck pages of their Insurance.
- Broker will work with the Seller to obtain other information that may be required by the potential Buyers.
- S.C.O.R.E. will list the business on their website and start marketing and advertising the business.

## Summary Continued:

- The name or location of your Business will not be advertised. (unless permission is given by the Seller.)
- If a buyer is interested in moving forward after being qualified and signing a Confidentiality Agreement then S.C.O.R.E. will work with both the Seller and the Buyer through the due diligence process.
- When the Buyer wishes to make an offer, they may start with a letter of intent or offer to purchase. S.C.O.R.E. will work with both parties until all items are agreed to. Then a formal Purchase and Sale agreement is prepared by the buyers lawyer and sent to the Sellers Lawyer for review.
- If both parties agree then the Seller and Buyer sign the documents and the buyer places a deposit with one of the Lawyers in trust.
- Conditions in the Purchase and Sale Agreement are eliminated one by one. All conditions must be removed prior to possession date. Lawyers will then disburse funds.
- Seller will ensure an orderly transition and training as agreed to in the Purchase and Sale Agreement.
- Seller will issue a cheque on the closing date (including G.S.T) to : Score Business Brokers for services rendered as per listing agreement.
- Congratulations your Business is sold.



***“Quality means doing it right when no one is looking.”***

***~Henry Ford***

We look forward to meeting with you and discussing your options. To arrange for a free consultation to discuss the sale of your Business please contact Ian Thompson.

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