

LIONSGATE ADVISORY

Thinking of Selling? Start Here.

Selling your business is one of the most important financial transactions you'll ever make. Whether you're retiring, moving on to a new venture, or simply responding to changing life circumstances, preparation is key to achieving a successful, smooth, and profitable exit.

This white paper outlines what you, as a business owner, need to prepare before going to market. Having these materials in order can increase your business's value, speed up the sale process, and help avoid costly surprises during buyer due diligence.

1. Financial Records

Buyers and lenders will want to understand your company's financial health. Be ready to provide:

- 3+ years of profit and loss statements
- 3+ years of balance sheets
- Tax returns for the last 3 years
- Current year-to-date financials
- Accounts receivable and payable aging reports
- Inventory reports (if applicable)
- Fixed asset list with depreciation schedule
- Payroll summary and benefits data

2. Legal and Entity Documentation

Buyers will want to know that your business is properly organized and compliant:

- Articles of Incorporation/Organization and any amendments
- Operating Agreement, Bylaws, or Shareholder Agreements
- State and local business licenses
- Employer Identification Number (EIN)
- Copies of key contracts, leases, and loan agreements
- Intellectual property registrations (trademarks, patents, etc.)

3. Customer and Vendor Information

Strong relationships and stable contracts add value:

- Top 10 customer list with revenue concentration
- Key vendor or supplier agreements
- Client or service contracts
- Customer satisfaction surveys or testimonials
- List of top competitors

4. Employee and HR Documentation

Buyers want to understand who they are inheriting:

- Organizational chart
- Employee census with roles, tenure, and compensation
- Employment agreements, independent contractor agreements
- Benefit plan summaries
- Employee handbook and HR policies

5. Operational Information

Clear systems and processes increase buyer confidence:

- Standard Operating Procedures (SOPs)
- Software systems and subscriptions list
- Sales process and marketing strategy overview
- Business continuity or disaster recovery plans

6. Real Estate and Assets

Whether leased or owned, the physical footprint matters:

- Lease agreement with terms and options
- Property title or deed (if owned)
- Equipment list with fair market value estimates
- Maintenance records and warranties

7. Valuation and Broker Package

- Business valuation or broker opinion of value

- Offering memorandum or sales brochure (prepared with your advisor)
 - NDA template for buyer inquiries
 - List of potential strategic or financial buyers
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How Lionsgate Advisory Helps

At Lionsgate Advisory, we offer more than just brokerage. As legal counsel and experienced intermediaries, we work with you to:

- Clarify your goals and timeline
 - Evaluate whether it's the right time to sell
 - Assemble and organize your sale package
 - List and market your business -- without alerting your competitors or clients
 - Vet buyers and negotiate from a position of strength
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Start Smart. Sell Confidently.

Selling a business doesn't happen overnight—and it shouldn't. The more you prepare, the better your outcome.

Schedule a complimentary consultation today at www.lionsgateadvisory.com or email trisha@lionsgateadvisory.com to start planning your smart exit.

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