



Business Highlights Form

This is NOT a Listing Agreement; there is no obligation to accept any offers. The person submitting this must either be a Principal of the subject business or an intermediary/referring party in direct contact with the company's Principal/Owner.

Name: _____

You are a (please check one): _____ Principal/Owner _____ Intermediary _____ Referring Party

Company: _____

Address: _____

City: _____ State: _____

Tel: _____ Fax: _____ E-mail: _____

NUMBERS 1 THROUGH 6 BELOW ARE REQUIRED IN ORDER TO SUBMIT TO US FOR REVIEW

1. **Business Description (explain the type of operation including products/services and City, State or Region):**
2. **Number of years business has been in operation: _____ Number of full time employees: _____**
3. **Gross revenues for the current and the last two fiscal years:**
 - I) Current Fiscal Year To Date _____ (state year) \$ _____
 - II) Current Fiscal Year End Projection _____ (state year) \$ _____
 - III) Fiscal Year _____ (state year) \$ _____
 - IV) Fiscal Year _____ (state year) \$ _____
4. **Net Income or Earnings Before Interest, Taxes, Depreciation and Amortization (not cash flow or Sellers Discretionary Cash Flow) *identify which is used and whether it is adjusted or true, for the current and the last two fiscal years:***
 - I) Current Fiscal Year To Date _____ (state year) \$ _____
 - II) Current Fiscal Year End Projection _____ (state year) \$ _____
 - III) Fiscal Year _____ (state year) \$ _____
 - IV) Fiscal Year _____ (state year) \$ _____
5. **What is the customer concentration for the top 3 customers annually (for most recent completed fiscal year):**

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#1 _____ % #2 _____ % #3 _____ %

6. Is the owner(s) intending to retire or exit the business? Is there a management team in place for management continuity?

ANSWERS TO THE FOLLOWING QUESTIONS WOULD BE HELPFUL IN OUR REVIEW

7. For what price would the owner consider selling the business: \$ _____
(list below what would be included/excluded in a sale of the business):
8. Starting with last fiscal year as your base year, estimate revenue growth rate % for: Current Fiscal Year and Next Fiscal Year (please state years):
9. Are the financial statements audited?
10. Book value of assets (est.): \$ _____ Total liabilities (est.): \$ _____
11. Does the company have an Executive Summary and/or a full business plan?
12. Why would an investor want to acquire this company? (Explain briefly any of the following reasons: technology/know-how, patents, brand names, customer list, unique products, can be grown into a nationwide or international company, other expansion plans or unique aspects of the company):
13. Basic Due Diligence:
- a) Do you have copies of all legal documents pertaining to your company such as Certificate of Incorporation, Bylaws, Shareholders Agreement (if corporation), Operating Agreement (if LLC), employment agreements, all active contracts and contracts that have a restrictive covenant that is still in effect?
 - b) Is the company in default under any contract?
 - c) Do you have three years of audited or CPA prepared GAAP financial statements? If not, will you be able to arrange to have the last three years of financial statements prepared to GAAP as required as part of any due diligence?

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- d) Are there any receivables which are overdue?
- e) Has the company received any notification from any government agency?
- f) Have all tax liabilities (including, but not limited to, any withholding taxes or sales taxes) been paid to date?
- g) Is the company involved in any current litigation?

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