

PRELIMINARY QUESTIONNAIRE: SELLING YOUR BUSINESS

1. LEGAL COMPANY NAME _____
DBA _____
2. TYPE OF CORP: S C LLC SOLE PARTNERSHIP
3. BUSINESS ADDRESS _____ OWNER ADDRESS _____
4. _____
5. OWNERS NAME _____ CORP SECRETARY _____ PRESIDENT _____
6. OFFICE PHONE _____ HOME PHONE _____ CELL PHONE _____
7. E MAIL ADDRESS _____
8. NUMBER OF YEARS AT THIS LOCATION _____ NUMBER OF YEARS CURRENT OWNER AT THIS LOCATION _____
9. LEASE EXPIRATION _____ LEASE DEPOSIT _____ OPTIONS _____ MONTHLY RENT INC. CAM _____
10. ACCOUNTS RECEIVABLES _____ HOURS OF OPERATION _____
11. HOURS OWNER WORKS _____ OWNERS TAKE HOME _____
12. ADDITIONAL OWNER BENEFITS/PERKS: INSURANCE _____ VACATION _____ GAS _____ CARS PAID FOR BY COMPANY _____ MISC _____
13. MONTHLY PAYROLL _____ MANAGER _____ PT EMPLOYEE _____ FT EMPLOYEE _____
14. GROSS SALES _____ COG _____ ELECTRIC _____ WATER _____ PHONE _____
15. SQUARE FEET OF UNIT _____ NUMBER OF SEATS _____
16. DEBT ON THE BUSINESS IF ANY _____
17. PARTNERS, ASSOCIATES OR WIFE PART OWNER? Y N IF YES, WHO _____
18. FURNITURE, FIXTURES _____ INVENTORY INCLUDED Y N LEASEHOLD IMPROVEMENTS _____
19. FRANCHISE Y N
20. SELLER WILL TRAIN FOR _____ WEEKS AT ZERO CHARGE
21. BUYERS ASSUMED VALUE OR SEEKING PRICE _____ SELLER WILLING TO CARRY NOTE? Y N
22. SELLER AGREES NOT TO COMPETE FOR _____ MILES FOR _____ YEARS
23. LANDLORD COMPANY AND CONTACT INFO

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