

IS YOUR BUSINESS READY TO BE SOLD TODAY?

These questions are prompts to assist you in determining if you are ready to sell your business today, and whether a prospective buyer will assess the value of your business in line with your expectations of its worth.

The responses to the questions below will provide an indication of the perceived value of your business from a purchasers view point, and they may also assist you in determining the areas where you have knowledge gaps and where improvements can be made in order to maximize the value of your business.

Does your business have a strategic planning process and have you developed a written business plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your written business plan:	Yes <input type="checkbox"/> No <input type="checkbox"/>
• reviewed regularly against performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• communicated to all those who will be involved in putting it to work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
• clear in assigning accountability and responsibility to the key stakeholders within the business plan	Yes <input type="checkbox"/> No <input type="checkbox"/>
• updated annually (with a new plan developed every 3 years)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will your records provide a prospective purchaser the level of detail required for them to make an informed assessment about the profitability and quality of your business?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your profit performance in line with your forecasts and business objectives (as documented within your business plan)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your client value proposition, service packaging and pricing structure appropriate and clearly articulated and continually reinforced to staff and clients?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your business have clearly documented internal policies and procedures that enable you to deliver a consistent level of service to your clients?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do all staff have a clearly defined role and current job description?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are all staff rewards and remuneration appropriate and clearly linked to their performance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have effective restraints and non-compete agreements in place with your key staff should they leave?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you know “your required business sale price” (that is the capital sum you will require from the sale of the business in order to fund your lifestyle as you step back from the business)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an accurate understanding of what you would receive if you were to sell your business in today’s market?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a gap between your required sale price and the current market value of your business (and if so do you have appropriate plans in place to reduce the gap?)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you considered your position on all or any of the following: Sale terms (initial and deferred components); your tenure and remuneration post sale; premises; other key contracts and leases; staff; client communication; client handover?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you prepared to transfer or share control of your business, losing some of your current independence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Further Comments / Notes