



Better Benefits, Better Service, Better Results. Better Business Brokerage, the Better choice for bringing Buyers and Sellers together.

Confidential Acquisition Profile

Questionnaire

3540 Crain Highway, PMB 340
Bowie, MD 20716
www.BetterBusinessBrokerage.com

Office: 301-576-6406
Toll Free: 877-268-9062
Fax: 888-240-2176



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Please Note

The information requested in this Questionnaire is needed in order for **Better Business Brokerage, LLC** to most effectively market your business to prospective buyers. It will be utilized to prepare a *Confidential Acquisition Profile (CAP)* on your business, which will, in-turn, be presented to qualified parties who have responded to our preliminary marketing efforts on your behalf and have confidentiality agreements on file with us.

Only Buyers that have confidentiality agreements on file with us, and are financially qualified agreements, will be presented the CAP, on your business.

Please answer all questions as completely as possible. This is especially important concerning those questions pertaining to the financial aspects of your business. If you have any questions concerning any of the information requested in this Questionnaire, please do not hesitate to call us. In short, try to put yourself in the position of a prospective buyer. If you were a buyer interested in possibly purchasing your business, what would you want to know about it in order to seriously pursue the acquisition? Remember, you are competing against other selling entities for buyer dollars and you normally only get one shot at piquing a buyer's interest.

If you need additional space to answer any questions, please use the back cover of the Questionnaire or attach a separate sheet of paper. Also, do not forget to sign the Questionnaire in the space provided, prior to getting it back to us.

Remember, time is of the essence. The longer it takes to get the information requested herein back to us, the longer it will take for us to commence our marketing efforts on your behalf.

BETTER BUSINESS BROKERAGE, LLC

CONFIDENTIAL ACQUISITION PROFILE QUESTIONNAIRE

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Ref. No. _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: () _____ **FAX:** () _____

E-MAIL: _____

WEB SITE: _____

PRINCIPAL CONTACTS: _____ **TITLE:** _____

_____ **TITLE:** _____

LEGAL FORM: Sole Proprietorship () "S" Corporation () "C" Corporation ()
LLC () Partnership ()

HOW OLD IS THE BUSINESS? _____.

HOW LONG HAS IT BEEN OWNED BY THE CURRENT PRINCIPAL/S? _____.

IS THIS BUSINESS A FRANCHISE? _____ **IF YES, MUST THE BUYER BE APPROVED BY THE FRANCHISOR?** _____.

IF THE BUSINESS IS A FRANCHISE, ATTACH A COPY OF YOUR FRANCHISE AGREEMENT WITH THE FRANCHISOR AND THE FRANCHISOR'S UNIFORM FRANCHISE OFFERING CIRCULAR (UFOC).

Page 1 of 7

WHY IS THE BUSINESS BEING SOLD AT THIS TIME? _____

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GENERAL DESCRIPTION OF BUSINESS OPERATIONS: _____

NORMAL BUSINESS HOURS: _____

ASKING PRICE: \$ _____ REQUESTED TERMS OF PAYMENT:

TYPE OF SALE: Assets () Corporate Stock ()

IF AN ASSET SALE, WHAT ASSETS ARE BEING INCLUDED?

Accounts Receivable	()	Trade name	()
Inventory	()	Trademarks	()
Furniture & Fixtures	()	Other (Describe)	_____
Equipment	()		_____

Page 2 of 7



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NOTE: Please attach a list describing those assets of the business (including any vehicles), which will be included in the selling price and conveyed to the buyer at the closing of the sale. Include serial numbers of equipment pieces if applicable and/or available. Also, please indicate which of these assets has a current market value of \$500.00 and over and the estimated value/s thereof.

FACILITIES: Please provide a brief description of the company's facilities (sq. footage of plant versus office, parking, acreage, etc.):

Are the Company's facilities leased? Yes () No () If yes, please provide the terms of the lease (monthly rent, time remaining on present lease, renewal options, etc.). Is the current lease assumable by the buyer of the company or will a new lease need to be executed? () Assumable () New lease needed.

Please also attach a copy of your current lease hereto.

LANDLORD: _____

ADDRESS: _____

CONTACT NAME (If different from landlord): _____

TELEPHONE: () _____

NOTE: If the Company's facility is to be sold as a part of this transaction, is it owned by the selling corporation () or is it owned by another party ()?

If another party owns the facility, please identify the owner:

Name: _____ Phone #: _____

Asking price for the real estate: \$ _____.



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EMPLOYEES:

Number of total employees: _____ Full-Time: _____ Part-Time: _____

Is the work force unionized? _____ If yes, which union? _____

FINANCIAL OBLIGATIONS

Will there be any existing financial obligations of the selling Company that **will not** be paid-off as a result of the closing of the sale of the Company? Yes ___ No ___. If yes, please describe such: _____

PATENTS/TRADEMARKS

Does the Seller possess or have the rights to any patents or trademarks? _____

If yes, please describe:

CONTINGENT LIABILITIES

Does Seller currently have any lawsuits filed or pending against it? _____

If yes, describe the nature of the suit/s:



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CUSTOMERS

Does any single customer/s of the Company account for more than 10% of total annual sales? _____. If yes, who is this customer/s and what percent of the annual sales is it responsible for?:

_____ % _____
_____ % _____
_____ % _____

LICENSES AND PERMITS

What licenses and permits does this Company need in order to operate?

Are all required licenses and permits current and valid? _____ If no, explain:

FINANCIAL DATA

Other than in highly unusual situations, a buyer of a business can only be expected to pay for those aspects of a business that are provable. This is particularly true for sales and profits and/or cash flow because financial institutions will normally only lend on the verifiable value of tangible assets and provable financial information regarding the operations of a business.

Therefore, given the foregoing, please provide us with copies of the last three federal tax returns for your business or, if your business is a sole proprietorship, provide us with your last three Form 1040 Schedule "C"s for your business and the supporting information regarding same. If this business is a division or a department of another business, please provide us with a three-year operating statement and balance sheet, which would fairly reflect the operations of the business as a stand-alone entity.

Page 5 of 7



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Also please list below, those expenses currently being charged to the business that will not necessarily need to be expenses of the buying party. Such expenses usually are:

The salaries of the principals of the business	\$ _____
Salaries of other family members working at business	_____
Annual depreciation or amortization expense	_____
Annual interest expense for current debt	_____
Vehicles (including gas, insurance, etc.)	_____
Health or life insurance policies	_____
Discretionary travel and/or entertainment expense	_____
Dues, Memberships, etc.	_____
Retirement plans	_____
Other: _____	_____
_____	_____
_____	_____
Total Discretionary Expenses	\$ _____



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FOR WHAT PERIOD OF TIME WITHOUT PAY IS/ARE THE SELLING PRINCIPAL/S OF THE BUSINESS WILLING TO SPEND TO ACQUAINT A BUYER WITH THE OPERATIONS OF THE BUSINESS FOLLOWING ITS PURCHASE/SALE? _____

Please also provide us with copies of any pieces of literature, catalogues, etc., that you feel would be appropriate and helpful for us to include in a marketing brochure for your business.

Attach additional sheets if necessary in order to fully answer any questions.
When completed, please return to the following:

Better Business Brokerage, LLC
3540 Crain Highway, PMB 340
Bowie, MD 20716

The information contained herein is true and correct to the best of my knowledge.

Signature

Date: _____

Page 7 of 7