

10 pieces of info to share in a sale

1 BUSINESS MAINTAINABLE EARNINGS

What your Business Maintainable Earnings looks like, considering the last 3–4 years of performance. Whether the business working capital and operations have been funded by surplus cash earnings, or debt, or both.



2 PIPELINE

What your pipeline looks like into the next 12 months.

3 CLIENT BASE

A description of your client base and its diversity, and any key forward orders or contracts.



4 SUPPLIERS

An explanation of your supplier relationships – evidence of how you secure your suppliers, particularly key suppliers that impact your ability to service your customers.

5 STAFF CHART

A description of your staff, employees and their roles in the business, including the owner's role – this could take the form of an organisational chart, but should also detail the quality of your team.



6 MARKET

An explanation of the market you operate in and why this business delivers what it's able to deliver.

7 TAX ACCOUNTS

At least three years' tax accounts.



8 P&L AND BALANCE SHEET

At least the last three years' profit and loss statements and balance sheets.

9 INVENTORY

Up-to-date list of inventory and plant and equipment, plus information about its utilisation in the business.



10 LEASE

Up-to-date documentation of any premises lease.

If you would like to discuss any aspect of selling your business, contact the team at JPAbusiness on 02 6360 0360.

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