

# Thinking of Selling Your Business?

Through our unique one-on-one workshops we get you to focus on the task of selling your business.

## We engage you to ascertain:

**WHY?** Why do you want to sell? Why would someone want to buy your business?

**WHO?** Who are potential buyers? Who should you consult with? Who should you tell? Who needs to weigh in on the decision?

**WHAT?** What are you selling? What do you need to do to prepare? What documents are needed? What do you tell your employees? What do you need to provide to a prospective buyer? What is the business worth? What are they looking for and at? What will you do afterwards?

**WHEN?** When is the best time to sell? When do you sign a letter of intent? When should you sign a confidentiality agreement? When do you need an appraisal? When do you tell your employees?

**WHERE?** Where do you find a buyer? Where do you go for assistance? Where do you find the time to sell the business?

**HOW?** How do you determine an asking price? How do you present the company? How long will it take? How do you know if you should hire a broker? How much will it cost? How should you handle a site visit? How should you handle meeting with a prospective buyer?



If you're considering selling your business, opening up your private company to an outsider's eyes can be intimidating.

- *What will they need to see?*
- *How should documents be presented?*
- *Am I prepared to pass due diligence scrutiny?*

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**We can help you get prepared to  
Sell Your Business!**

Let us help you  
"Put It Together"

[www.PutItTogether.BIZ](http://www.PutItTogether.BIZ)  
800-514-1407



# Workshop Options

*Most private business owners will only sell a business one time in their life.*

*Most have not planned ahead.*

*Most have no idea what is involved in the process.*

*Most are totally unprepared.*

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Upon completion of our workshop and its assigned tasks you will be prepared to sell your business.

www.  
PutItTogether.BIZ  
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**Our remote workshop** allows you to attend at a time and place convenient to you via *GoToMeeting.com*.

- Four weekly sessions
- Each session 1 to 2 hours
- Gives you flexibility to complete assigned tasks at your convenience
- Optional Site Visit available
- Optional Mock Due Diligence available

**Our on-site workshop** can be scheduled at a time convenient to your schedule.

- Intense two day workshop
- Includes Site Visit evaluation
- Optional Mock Due Diligence available



## Optional Add-ons: Site Visit and Mock Due Diligence

**Site Visit**—Upon being engaged to perform a site visit, we will tour your facility as if your company were an acquisition target. We will ask the tough questions you could expect from a potential buyer, and provide you with a report including suggestions that may be beneficial in the selling of your business. *(The site visit is included with the on-site workshop and is available as an add-on option to the remote workshop.)*

**Mock Due Diligence**— Upon being engaged to perform a mock due diligence, we will "put you under the magnifying glass" and review your documents and interview you as if we were seeking to acquire your company.

The process and our follow-up report will allow you to gain insight into the perceptions a prospective buyer may have of your business and prepare you for the invasiveness of the due diligence process. It will allow you to see where you may have weaknesses and to make modifications where practicable. *(Mock Due Diligence is available as an add-on option to both the remote and on-site workshops.)*

