



SELLER'S ACTION LIST

Apex Business Brokers provides a Courtesy Valuation to help business owners gain a perspective of what their business may be valued at. In order for us to conduct a Courtesy Valuation we will need to review the following items:

Item:

- Financial Statements for 2020, 2021 and 2023 along with the most recent quarterly statement
- A copy of your premises lease or details on the real property that is included in the sale
- A complete list of business assets, furniture, fixtures, equipment, vehicles, etc. along with an estimated fair, used replacement value of each item
- The value of the Inventory, at landed cost, that will be included in the Purchase Price.
- A summary of existing equipment financing and leasing agreements (if applicable)
- Copies of any Franchise Agreements, License Agreements, Dealership Agreements, Distributorship Agreements and Liquor Licensing (if applicable)

A brief history of the business to include:

- Information on your products and services, how you market them and to whom
- Information on your industry, company history, competitors, growth potential, etc.
- Any other information that you believe would be valuable in presenting your business in the most favorable manner
- Copies of your promotional materials

The above information will be kept strictly confidential and will be only divulged to qualified buyers that have signed a Confidentiality and Non-Disclosure Agreement.