Business Sale Documentation Checklist

DOCUMENT	Ready to Be Presented	Needs to Be Prepared	Needs to Be Updated
FINANCIAL CONDITION DOCUMENTATION			
Corporate or Schedule C Tax Returns for Past 2-3 years.			
Financial Statements for the year-to-date and the past three years, including income statements, balance sheets and cash flow statements.			
Statement of Seller's Discretionary Earnings, also called Adjusted Cash Flow.			
Three-year Trends in Sales, Expenses and Profits			
Accounts Payable and Accounts Receivables Aging Reports			
Current Ratio/Liquidity Ratio			
BUSINESS CONDITION DOCUMENTATION			
Business Formation Documents			
Partnership or Investor Agreements			
Business Licenses, Certifications and Registrations			
Professional Certifications			
Copies Proving Ownership of Patents, Trademarks, and Other Intellectual Property			
Inventory List with Value Detail			
List of Fixtures, Furnishing and Equipment with Value Detail			
Asset Depreciation Schedule from Tax Return			
Equipment Leases and Maintenance Agreements			
Building or Office Lease			

Insurance Policies			
Outstanding Loan Agreements			
Description of Liens			
Supplier and Distributor Contracts			
Client List and Major Client Contracts			
Staffing List with Hire Dates, Salaries, and Employment Agreements			
Organization Chart			
Employment Policy Manual			
Business Plan			
Business Procedures Manual			
Product/Service Descriptions and Price Lists			
Marketing Plan and Samples of Marketing Materials			
List of Opportunities for Improvement with Revenue/Profit Projections for Each			
Photos of Business			
Other Documents Unique to Your Business			
Other			
SALE PROCESS DOCUMENTS			
Non-Disclosure Confidentiality Agreements			
Personal Financial Statement Form for Buyer to Complete			
Offer-to-Purchase Agreement			
Note for Seller Financing			