

# BUSINESS REVIEW FORM

EXODUS BUSINESS SOLUTIONS, INC.

## The Company

Business Name \_\_\_\_\_ Owner \_\_\_\_\_ Phone \_\_\_\_\_

Describe the company's products or services: \_\_\_\_\_

Who are the partners, officers, or owners? \_\_\_\_\_

Any patents/copyrights/trademarks? \_\_\_\_\_

What are the hours of operation? \_\_\_\_\_ Days of Operations \_\_\_\_\_ Holidays \_\_\_\_\_

When was the business founded? \_\_\_\_\_ Years owned by current owner? \_\_\_\_\_ Type of Company \_\_\_\_\_

## The Industry

Who is your competition? \_\_\_\_\_

Outlook for the region served, demographics etc. \_\_\_\_\_

## Market & Customer Concentrations

Which markets do you serve? \_\_\_\_\_ What are your competitive advantages? \_\_\_\_\_

How do you obtain new customers? \_\_\_\_\_

What type of customers do you have? \_\_\_\_\_

What kind of advertising? \_\_\_\_\_

Who are your key customers? \_\_\_\_\_

What customer dependency exists if any? \_\_\_\_\_

## Sales Segmentation

What product or service generates the greatest revenue \_\_\_\_\_ What is the target margin \_\_\_\_\_

Is your business seasonal? \_\_\_\_\_ Which months have the greatest sales? \_\_\_\_\_

Is inventory seasonal? \_\_\_\_\_ What is your average markup? \_\_\_\_\_

What is the trend of your gross sales? \_\_\_\_\_ Why? \_\_\_\_\_

## Staff

Owner's duties? \_\_\_\_\_

Are your employees aware that you want to sell the business? \_\_\_\_\_ Do they know business is for sale? \_\_\_\_\_

Who are key employees? \_\_\_\_\_

What do they do? \_\_\_\_\_

Salary? \_\_\_\_\_ How many employees? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Any family members paid by the business? \_\_\_\_\_ Salary? \_\_\_\_\_

Will they stay or leave? \_\_\_\_\_

## Financial

Must liabilities be assumed? \_\_\_\_\_ Terms and conditions? \_\_\_\_\_

What is the fair market value of furniture, fixtures? \_\_\_\_\_ Equipment? \_\_\_\_\_

Leased equipment? \_\_\_\_\_ Leasehold improvements? \_\_\_\_\_

Cash needed to operate the business \_\_\_\_\_ Average Accounts Receivable (days) \_\_\_\_\_ Accounts Payable \_\_\_\_\_

Gross Sales \_\_\_\_\_ Cost of Sales \_\_\_\_\_ Adjusted Cash Flow \_\_\_\_\_

(Continued)

Facility

Square Footage \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Deposit \_\_\_\_\_ Fixed Rent \_\_\_\_\_
Taxes \_\_\_\_\_ Percent of Sales \_\_\_\_\_ Increases \_\_\_\_\_
Renewal Options \_\_\_\_\_ Landlord \_\_\_\_\_
Who to contract \_\_\_\_\_ Telephone \_\_\_\_\_
May we contact landlord or his representative? \_\_\_\_\_ Why not? \_\_\_\_\_
Is lease assignable? \_\_\_\_\_ Landlord's consent required? \_\_\_\_\_

Equipment

Essential Equipment \_\_\_\_\_
Suitability \_\_\_\_\_ Age \_\_\_\_\_ FM Value \_\_\_\_\_ Condition \_\_\_\_\_
Are any items dated, consigned, borrowed, or obsolete \_\_\_\_\_ Value \$ \_\_\_\_\_
Any automobiles/trucks? \_\_\_\_\_
What assets are not included? \_\_\_\_\_

The Opportunity

What are the areas of opportunity? \_\_\_\_\_
Areas where improvements can make a positive difference? \_\_\_\_\_
Why has the business stopped growing? \_\_\_\_\_
Does new owner need special skills or background? \_\_\_\_\_
What will you do after the sale? \_\_\_\_\_
What is the reason for sale? \_\_\_\_\_ How long would it take someone else to learn this business? \_\_\_\_\_

Remarks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Client understands:

Seller will provide EBS a profile of the Business, including a business description, a summary of its operation, and financial performance. Seller warrants that this information is a complete, true and accurate description of the Business, and that no material information is omitted. Seller will further review all the information contained in the Business Profile Report within five business days of its receipt and immediately advise EBS of any inaccuracy in the business description or financial history so Exodus can correct, amend, or update the the report as appropriate.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Agents Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Exodus Business Solutions, Inc.