

**History Background**

Fully describe the business's activities

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How long has the business been established

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How long has the owner had the business

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What steps are in place to solve "load shedding" problems

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What is the average KW usage

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**Present Market**

How does the business operate on a daily basis

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How are the clients attracted to the business

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What Advertising/Marketing is carried out

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Does the business have any contract work

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What competition exists

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What are the seasonal trends

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**Financial**

Is the business VAT Registered

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What VAT documentation is on file.

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Are there up-to-date Management Accounts available

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What Balance Sheet and Income Statements are available

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What percentage of of the business is cash/credit

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What is the age analyse of the debtors book

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How could the profitability of the business be improved

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Is Seller finance available and  
for what amount

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What is the payback period

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What is the ROI

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Who is the  
bookkeeper/Accountant

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### **Staffing**

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What is the total staff  
complement

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Give a breakdown of  
staff/functions/length of service

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Do any receive special perks or  
incentives

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Are they on contract

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Do any have management  
potential

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How involved is the Owner in  
running the business

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### **Premises**

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When does the current lease  
end

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Is there an option of renewal &  
what period

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What is the annual escalation  
%

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What are the trading hours

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What is the square meterage of  
the business

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Who is the Owner/Landlord

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Is a copy of the lease available

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Do you require a licence

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### **Assets**

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Is a full asset list on file

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Are any items not included in the sale

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What is their overall condition

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Do any require repairing

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How have they been valued.

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Which assets are on lease/HP and with whom

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What are their settlement amounts

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Will Seller settle or Buyer to take over

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Are copies of agreements available

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Are they presently insured

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### **S.W.O.T. Analysis**

Strengths

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Weaknesses

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Opportunities

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Threats

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### **Reason For Sale**

What is the reason for the sale

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### **Conclusion**

Why is this a good business

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What is the price plus stock and the net profit

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### **Brokers Comments**

Would the Seller consider a BEE Partner

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Is the seller open to offers

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What is the commission percentage

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What is the brokers valuation

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If there are any Partners,  
Members or shareholders,  
please supply their names and  
id's

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