

CONFIDENTIAL BUSINESS INFORMATION SHEET

DATE _____ / _____ / _____

1. GENERAL BUSINESS INFO

TYPE OF BUSINESS _____
REASON FOR SALE _____
BUSINESS NAME _____
SELLER NAME _____
ADDRESS _____
CITY/ST/ZIP _____
PREFERRED PHONE _____
FAX _____
EMAIL ADDRESS _____

2. FACILITY INFO

EMPLOYEES FULL TIME _____
PART TIME _____
LOCATION SIZE _____ SQ FT
 STRIP MALL STAND ALONE
 MALL HOME _____
RENT (MONTHLY) _____
LEASE EXPIRATION _____
RENEW OPTION _____

3. HISTORY AND OPERATIONS

BUSINESS STARTED YEAR _____
BUSINESS OWNED YEAR _____
OVERALL PERFORMANCE BETTER SAME WORSE
DAYS OPEN _____
CLOSED ON _____
HOURS MON - FRI _____
SAT _____
SUN _____
OTHER _____

4. REMARKS

5. FINANCIAL INFO

5a. ASSETS

Furniture, Fixtures & Equipment _____
Inventory _____

5b. LIABILITIES

Equipment Least (Monthly) _____
Debts / Loans (Total) _____

5c. EXPENSES

Cost of Goods Sold (Purchases) _____
Advertising (Monthly) _____
Insurance (Yearly) _____
Payroll (Weekly) _____
Phone (Monthly) _____
Electric (Monthly Average) _____
Gas (Monthly Average) _____
Credit Card Charges (Monthly) _____
Trash Removal (Monthly) _____
Professional Fees (Monthly) _____
Office Expenses (Monthly) _____
Miscellaneous (Monthly) _____
Other Expenses _____

5d. REVENUES

TOTAL WEEKLY SALES _____

6. TERMS OF SALE

SUGGESTED ASKING PRICE _____
DOWN PAYMENT AT CLOSING _____
SELLER NOTE DURATION (YEARS) _____
SELLER NOTE INTEREST (APR) _____