



Initial Checklist for Sale of a Business

Structure	Done
I understand your structure and the best way to sell your business?	<input type="checkbox"/>
I have prepared a group structure diagram (including all security held over my assets?)	<input type="checkbox"/>
Are there any assets owned by the business or entity that owns the business that you don't want included in the sale?	<input type="checkbox"/>
My financials are up to date	<input type="checkbox"/>
Suppliers	
I have a full list of my suppliers and copies of all agreements?	<input type="checkbox"/>
Client/Customer engagement	
I have a client/customer engagement strategy that is fully documented?	<input type="checkbox"/>
We have a documented debt collection procedure and/or policies for payment upfront?	<input type="checkbox"/>
Employees	
All of my team are on proper employment contracts?	<input type="checkbox"/>
I have detailed, in writing, any employee incentive plans?	<input type="checkbox"/>
I have fully documented systems and procedures including an employee handbook?	<input type="checkbox"/>
Material Contracts	
I understand which contracts are crucial for my business?	<input type="checkbox"/>
I have these contracts ready for review?	<input type="checkbox"/>

There is obviously a lot more to this process, this is a starting point to get you ready for the sale of your business.

If you are looking to sell please contact us at 1300 000 529 (LAW) or info@smslaw.com.au and we can assist with preparing your business for sale.