**The Listing Process and Sales Process  
Standard Services Included In Our Service Fee:**

**Valuation Process  
*Capital Business Solutions Five Point Valuation System  
Which Includes:***

* EBIT (Earnings Before Interest and Taxes)
* EBITDA (Earnings Before Interest, Taxes, Depreciation and Amortization)
* SDE (Seller’s Discretionary Earnings)
* SDC (Seller’s Discretionary Cash Flow)
* Comparable Statistics: Local, Regional and National
* We will research & provide the factors which affect industry multipliers & apply to your business type
* Recast Explanations and Process

**Listing Process**

* Federal Tax Returns (3 years)
* Profit and Loss Statements (3 years)
* Balance Sheets (3 years)
* List of FF&E (Furniture, Fixtures & Equipment)
* Monthly Revenue Reports
* Corporate Resolution To Sell
* Franchise Agreement Documents
* Major Competitors
* Business Advantages
* Business Opportunities for Growth

**Packaging the Business for Lenders & To Market**

* Preparation of Marketing Prospectus
* BLI (Buyer’s Listing Information Sheet)
* Internet Listing Summation
* Professional Offering Memorandum
* Research SBA Lender Candidates
* Choose Appropriate Lender
* Package Business for Lender
* Have Lender Provide Term Sheet on Business

**Marketing the Business**

* Create and Outline Marketing Plan
* Ad Creation
* (When Applicable)

1. Direct Mail Campaign
2. Newspaper Advertising

* Multiple Listing Sites (Internet Advertising)
* Run a Query Search for Buyers in Database

**Buyer Qualification Process**

* Non Circumvent/Non-Disclosure-Agreement (NCNDA’S)
* Proof of Financial Capability (Financial Statement)
* Buyer Profile/Interview
* Buyer Education
* Introduce Buyer to All Necessary Professional Affiliates

**Site Visit and Negotiating Process**

* Buyer and Seller Protocols & Preparation
* Tour Business
* Opening Discussions
* Preliminary Transaction Negotiations
* Provide Seller Introduction to All Necessary Professional Affiliates

**Purchase Offer Agreement**

* License States Provides State Agreements
* Non-License States Provide All States Purchase Agreement
* Coordinates and Monitor All Timelines
* Draft Addendums to All Changes Necessary to Executed Contract
* Provide and Assist with Appropriate Due Diligence List
* Assist in Seller’s Promissory Note

1. Provide Security Interest Options to Note
2. Educate Buyer and Seller Customary Protocols

* Pen Counter Offer

**Conducting Due-Diligence**

* All Due-Diligence Request are Submitted in Writing
* Review to Insure List Includes Due-Diligence Not Training
* Assist in Assembling all Due-Diligence Requests
* Assist Through Completion of Process
* Draft Escrow Instructions
* Introduction to Preferred SBA Lenders
* Explanation of Requirements

**Financing Options and Assist**

* Pre-Qualification of Buyer
* Professional Assis With Required Buyers
* Insure All Timelines are Defined and Observed
* Verify All Professional Affiliates Have Been Engaged
* Facilitate & Protect the Seller, Regarding Seller Financing

**Closing the Transaction**

* Prepare Complete Document Package for Closing Attorney
* Set Timeline to Obtain Lease Assignment
* Verify Franchisor Approval Has Been Received
* Provided Buyer and Seller Pre-Closing Checklist
* Review All Closing Documents for Accuracy
* Coordinate Closing

**Post-Closing**

* Take Closing Photos
* Obtain Testimonials
* Congratulatory Follow-up Call
* Give Closing Gifts
* If Appropriate “Stop In” or Call occasionally
* Ask for Referral