

7 Step Business Acquisition Process

Finding the Right Business for YOU!

by

Quick and Associates

Step 1 – Initial Meeting

- Introductions
- Provide a Professional Presentation
- Review the Buyer Client Agreement
- Explain Retainer
- Discuss Commission
- Sign Agreement, Collect Retainer, BEGIN working together!

Step 2 – Acquisition Types

- **Determine Which Type Business Acquisition is Right for You**
 - Business Buyers that own an existing business and want to expand into a defined area.
 - Business Buyers that previously owned one or more businesses and are currently looking to locate and acquire a similar business or shopping for a specific size or type of business.
 - Corporations and investment groups looking to acquire businesses
 - Business Buyers seeking industry specific opportunities

Step 3 – Acquisition Goals

- **QAA Business Brokers qualify all Prospective Buyers by obtaining the following information from them:**
 - Signed Buyer's Confidentiality and Warranty Agreement
 - Signed Financial Statement
 - Recent employment resume or other background and business experience information
 - Complete Buyer Profile document

Step 4 – Search & Qualify Businesses

- **The search begins for prospective businesses for sale.**
 - Internet search, Online Ads, Brokers' Network, Target Mailing (as required)
- **Pre-qualify prospective businesses for sale**
 - Only serious, qualified businesses will be presented to Buyer

Step 5 – Meeting with Sellers

- **Coordinate, schedule & attend all meetings with Sellers (and their Brokers) to discuss the Business.**
 - First meeting allows you to become acquainted with the Business and the Seller.
 - Buyers are instructed to ask any questions they may have with the Seller, except price/terms—all Offers to Purchase will be presented in writing through Brokers.

Step 6 – Due Diligence

- **After OTP is accepted, Broker will coordinate due diligence process with Buyer, Seller (Seller's Broker).**
- Through the Broker, Buyer may present their requests for more detailed information during due diligence as well as requests for specific documents.
- Due diligence ends when Buyer is satisfied and Contingencies are met.
- Asset Purchase Agreement is created & good faith deposit is made by Buyer through Buyer's Broker to Seller's Broker.
- Brokers will act as liaison between Seller & Buyer's attorneys until APA is executed and deposit is in Seller's Attorney or Broker's Escrow Account

Step 7 - Closing

- Closing normally takes place at Seller's Attorney Office
- Signatures and appropriate legal documents are submitted & recorded as required by Buyer's Attorney & Seller's Attorney.
- Business Brokers commission is paid at closing & Broker Closing Statement is signed off on by Seller & Buyer.
- **Celebrate!!**

RECAP Of the 7 Steps

1. Initial meeting
2. Acquisition Types
3. Acquisition Goals
4. Search & Qualify Businesses
5. Meeting with Sellers
6. Due Diligence
7. Closing

Contact QUICK AND ASSOCIATES today to get the process started!

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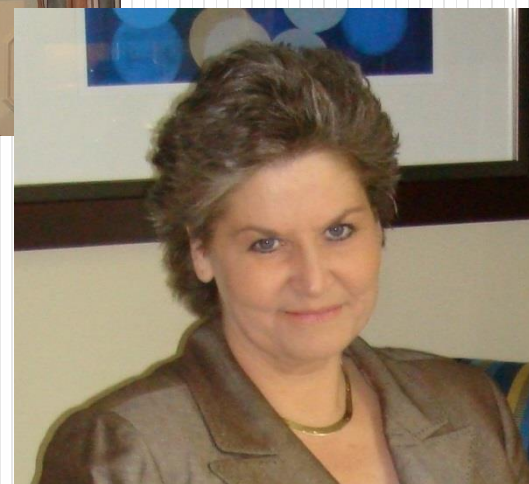
Audie Quick BIO

Audie Quick has spent her entire career in the Service Industry.

- Initially spent 8 years as a **District Manager for ARCO** working both with company operated stores & franchisees.
- Followed by 5 years as a **District Manager with Living Well Fitness** (a national health club chain).
- Along the way, Audie has **owned** a number of service businesses.
- During her **12 years with Business Broker Network (BBN)**, Audie was consistently ranked in the **top 5%** out of the 475+ BBN national affiliates.
- Served 4 years on the **Board of Directors** for the New England Business Brokers Association www.nebba.com
- Has appeared in Massachusetts **publicly speaking** to fellow business brokers on the topic of Successful Business Brokerage
- Featured guest on the **TV show** called "Money Sense" discussing the business brokerage industry for the entire 30 minute show.
- Has been **interviewed and quoted** for BOSTON BUSINESS JOURNAL articles.

Audie will share with you her **many resources** in the financial, escrow attorney & accounting arena as well as her expertise in the service industry & brokerage in general to help you effectively position your business to sell for market value, bring qualified buyers and ensure a smooth transfer of ownership while educating you and the buyers during the process. Many have relied on her **integrity, work ethic & expedience** and her years of solid experience, knowing it will result in a proven, successful process of valuing & selling your business.

LETTERS OF RECOMMENDATION AVAILABLE UPON REQUEST



Audie Quick, CBB, BTS, FRS, MA R.E. Broker

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