



## SELLER

### Ready To Sell Your Business? We Can Help

Sunbelt is the largest network of franchised business brokerage offices in the world. On any given day, we have 12,000 small and medium-sized businesses listed for sale. The asking prices of these businesses traditionally range from approximately \$50,000 to \$10,000,000 with an average of \$600,000.

With nearly 250+ offices and 1,400 brokers in North America, Europe, Asia, South America, Africa and Australia, no other business brokerage can match Sunbelt's geographic coverage, visibility to buyers and business experience. Because each office is independently owned and operated, the global reach of the Sunbelt network is balanced with intensive local market knowledge and involvement in the business communities in which we operate.

Simply put, **Sunbelt is "the place to go to buy or sell a business".**

Sunbelt business brokers assist you with determining the value of your business, establishing your asking price, identifying prospective buyers and facilitating negotiations and closing arrangements, thereby enabling you to concentrate on the management of your business during the business sales process. A brokered transaction provides you with a commonly aligned third-party who can respond quickly to marketplace feedback. It also establishes legitimacy and credibility with potential buyers.

With over 4,000 annual business sales, more sellers choose Sunbelt to broker the sale of their business. The presence of our international network of 1,400 brokers and a website that receives approximately 125,000 buyer listing views each month, gives us a unique ability to market businesses for sale. With more Certified Business Intermediaries than any other business brokerage firm, Sunbelt has the most professional and sophisticated brokers in the industry. Additionally, our brokers participate in Sunbelt's comprehensive, ongoing training and development program.

**Contact your local Sunbelt office today and find out why we sell more businesses than any other firm in the world!**



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### 10 Step Process To Successfully Sell Your Business

#### Step 1: Plan and Prepare

- Organize financial records
- Clean / repair equipment
- Normalize inventory
- Evaluate your financial needs post-closing

#### Step 2: Retain Sunbelt

- Meet and discuss objectives
- Discuss market and buyer expectations
- Execute Sunbelt representation agreements

#### Step 3: Complete Valuation

- Understand valuation techniques
- Engage third-party valuation firm
- Determine asking price

#### Step 4: Business Profile

- Detail historical performance
- Identify growth opportunities

#### Step 5: Market the Business

- Develop marketing strategy
- Maintain confidentiality
- Manage your business while Sunbelt markets it

#### Step 6: Identify Buyers

- Interview prospective buyers
- Obtain no-disclosure documents
- Arrange on-site visits

#### Step 7: Term Sheet

- Obtain offers from buyers
- Identify acceptable offer
- Facilitate negotiations
- Prepare for due diligence

#### Step 8: Due Diligence

- Respond to information requests
- Amend term sheet, if necessary
- Help buyer identify financing sources

#### Step 9: Open Escrow

- Assist in drafting closing documents
- Review completed documents
- Resolve contingencies & third-party financing

#### Step 10: Closing

- Plan announcement to employees & stackholders
- Sign documents, transfer funds and pay broker
- Transition management to buyer

### Our Offices

#### Woburn Office

Phone : (781)932-7355 FAX : (781)932-7354  
MailingAddress : 800 West Cummings park,  
Suite 2000, Woburn, MA01801

#### Boston Office

Phone : 617-357-8623  
Mailing Address : 28 State Street, Eleventh Floor  
Boston, MA 02109 (Across from Faneuil Hall)

#### Stoughton Office

Phone : (781)344-6079 FAX : (781)344-6089  
MailingAddress : 378 Page Street  
Stoughton, MA01820

#### Worcester Office

Phone : (508)754-7355  
Mailing Address : 108 Grove Street,  
Worcester, MA 01605