

**CONFIDENTIAL**

Do you want a quick, no obligation, valuation on your business or company?



Please complete and return the form below together with a copy of your most recent accounts

and I’ll be in touch soon

Kind regards



Keith Green

Partner

**Anderson Moore**

keith@andersonmoore.co.uk ****** Tel: 01256 770907

**CONFIDENTIAL VALUATION FACT FIND CONFIDENTIAL**

***Please use a separate page for any extra information if necessary***

**TRADING NAME:****OWNERS FULL NAME(S):**

**ADDRESS OF BUSINESS****CORRESPONDENCE OR PRIVATE ADDRESS**

**Postcode****Postcode**

**Website Address**

**Tel: Business****Home/Mobile**

*(Please advise which number you prefer for confidential contact)*

**Email:**

*(Please provide your preferred email address for confidential contact)*

# THE BUSINESS *Type/Products/Services, Customers, Marketing/Advertising, Contracts, Patents/Licences, Complexity/Skills required, Level of Vendor Involvement, Training/Handover provided, Length Owned, Length Established, Status (Ltd Co/Sole trader. For E-commerce businesses please see supplementary questionnaire at the end of this Fact Find.*

**LOCATION** *Suitability/Competition, Demographics, Infrastructure/Parking*

**PREMISES** *Type/Detached/Storeys, Is the business on the Ground Floor, First Floor etc., is there any disabled access? State of repair, No. of rooms. No. of e.g. tills, counters, specialist displays etc. Suitability for Trade, Other Usage Consents Band, Dimensions; all rooms/areas, Security, Staff Parking/Facilities, Kitchen, W.C. etc. Is the business relocatable? What size/type of premises required?*

*Have you got an Energy Performance Certificate for your premises?*

*This is now a compulsory requirement before the business is marketed (unless the business is to be relocated e.g. eCommerce).*

**LIVING ACCOMMODATION** (if appropriate) *List Rooms & Dimensions, Self Cont./Letting Potential, Garden/Garage, State of repair/Heating*

**TENURE** *Freehold/Leasehold/Flexible, Rent/Rates/Council tax, Length of Lease/Unexpired, Reviews/Frequency, Terms*

**FIXTURES & FITTINGS** *List major items/Value/Age (including IT equipment), Items on lease/HP, Vehicles; Type/Mileage, Telephone system, Any specialist software and licence fees. Intellectual Property. Domain Names.*

# STAFF *No. full/part time/contract, Duties/Hours, Length of Service/Age/M/F, Are all staff required? Will staff stay after sale? Redundancy liability? Pension provisions? Vendor Involvement, Will vendor stay on? Wagebill Inc./Exc.N.I.*

# 

# 

# TRADING HOURS *List Hours, Restrictions, Scope for increased /reduced hours*

**ACCOUNTS** *Please send a copy of the last 3 years accounts, Last 4 quarters VAT returns, If no a/c's, when available or please send any available accounting or bookkeeping information. Please add any comments here*

**MISCELLANEOUS** *Stock Value, inc./exc.? Franchise Fees/Payments, Business Trends e.g. new customer contracts, business in decline/growth etc.*

**POTENTIAL / EXPANDABILITY** *Does the business have potential for growth or expansion, new branches etc. Please explain.*

# Typical Monthly Expenses

Please provide the regular **current** monthly expenses of the business

Show any expected increases/decreases in overheads (e.g. Rent rises, Rates reviews etc.) and when these are due.

Rent £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rates £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Water rates £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Charges £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salaries incl NIC. £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ excluding owner(s)

Light/Heat/Power £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motor [if needed] £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Depreciation/Capital Expenditure £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cost to keep up to date?

Business Insurance £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buildings Insurance £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internet/Web Hosting £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ebay £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amazon £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or play.com or similar

Web Marketing/SEO etc. £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Google / Pay-per-Click £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Software Licences etc. £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accountancy £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advertising (offline) £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printing/Stationery £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment/ Leases £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Cards £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sundries £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Charges £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e.g. subscriptions, consultancy or professional fees

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ £\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total expenses £\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Owner(s) Salary/Drawings £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or other “owner specific” expenses)

# SALES BREAKDOWN Month by Month

These are intended as a guide to the business’ monthly turnover. If this information is available as a Sage, Quickbooks, Excel or similar printout that will be fine.

**FINANCIAL YEAR 2010-11**

|  |  |
| --- | --- |
| **Month** | **Sales £** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Other Notes or Comments:**

**FINANCIAL YEAR 2011-12**

|  |  |
| --- | --- |
| **Month** | **Sales £** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**FINANCIAL YEAR 2012-13**

|  |  |
| --- | --- |
| **Month** | **Sales £** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**SUPPLEMENTARY QUESTIONNAIRE FOR WEB/E-COMMERCE BUSINESSES**

Site Name(s) …………………………………………………..

1. Please supply latest audited accounts figures, and up-to-date management figures
2. How much stock do you hold? What is your average margin on sales?
3. How much room is required for stock, packaging and office administration?
4. Do you dropship? If so how much of your business is dropship versus sales from stock?
5. If dropship, how are returns/warranty issues handled?
6. If your site is not eCommerce, how do you generate revenue? Please provide an approximate breakdown.
7. Age of business and owners details for the duration of business life.
8. Is the business a ltd co. partnership or sole trader?
9. Are you VAT registered?
10. Suppliers contract details and locations
11. Size of customer database
12. Details of what is (or could be) included within the sale
13. Location details and structure of existing set up
14. Reason for selling
15. Details of the CMS system.
16. Domain names included in sale
17. Copies of recent Google Analytics, preferably 24 months worth (or other analytics/traffic data if GA not used) showing traffic, revenues, average sales per order
18. Who updates the website?
19. Are any assets held outside of the business (e.g. if a ltd co. are the domain names or any leases/licences owned by the company or an individual?)
20. Number of office/warehouse staff
21. Hosting costs
22. Can hosting be switched to another provider?
23. SEO and/or PPC costs (typical monthly)
24. Other costs e.g. Ebay, Amazon, play.com etc.
25. Web designer and title of website being sold
26. Website or Ecommerce software / platform
27. Merchant Account details
28. Any Facebook, Twitter or other social networking pages?
29. Is your site compliant with the EU “Cookie” Law? (from 26th May 2012) ?
30. Is the site enabled to work on smartphones and other handheld devices? (If not, what work would be required to do so?)

*This document can be sent to:* **Anderson Moore**

2 Moores Farm

Two Gate Lane

Overton, Basingstoke

Hampshire RG25 3NF

or please copy/scan and email to [keith@andersonmoore.co.uk](mailto:keith@andersonmoore.co.uk)

or fax to 01256 630240