

Anderson Moore

Business Sales - Valuations - Mergers

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

A handwritten signature in black ink, appearing to read 'K Green'.

Keith Green
Partner
Anderson Moore

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
	<i>(Please advise which number you prefer for confidential contact)</i>
Email:	
	<i>(Please provide your preferred email address for confidential contact)</i>

THE BUSINESS	<i>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.</i>
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LOCATION	<i>Suitability/Competition, Demographics, Infrastructure/Parking</i>
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PREMISES	<i>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?</i>
	Have you got an Energy Performance Certificate for your premises?
	<i>This is now a compulsory requirement <u>before</u> the business is marketed (unless the business is to be relocated e.g. eCommerce).</i>

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

FINANCIAL YEAR 2011-12

Month	Sales £

FINANCIAL YEAR 2012-13

Month	Sales £

Other Notes or Comments:

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**
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or please copy/scan and email to keith@andersonmoore.co.uk
or fax to 01256 630240