

B.A. BOSS S.L.



Business Transfer professionals - Transferencia de Negocios - Bedrijfsoverdrachten



You focus on your business, we'll focus on the deal!



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Data Gathering Tool

Checklist New Clients Questionnaire

Forecasting
Demographics
Informative analysis
Promising practices
Lessons learned
Data Collection knowledge
Benchmarking
**Research
Knowledge**
Community Assessment
Data collection
Making the case

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Business Summary and History

1. Short description of the business, products/services, market and customers.
2. Provide list of current shareholders and percentages owned.
3. When was the company originally founded and by whom?
4. Provide a brief history of the business – from inception to present.
5. List any major accomplishments or setbacks from inception.

Products and Services

6. General description of each of the company's products and services.
7. Provide a breakdown of sales for each product and service.
8. Are any of the products/services seasonal? If so, what and why?
9. What future products/services do you plan to offer?
10. How do your products/services compare to the competition?

Market and Customers

11. Provide general description of the market.
12. What is the typical customer profile?
13. What geographic market is the company servicing?
14. Please provide your market position – how much market share?
15. Industry trends that could affect the company – positively or negatively?
16. Top 5 customers, their % of sales for last full year and projected year.
17. Top 3 customers incl. length & strength of relationship, contracts (if any).

Sales and Marketing

18. Describe the company's marketing plan, each type of marketing media.
19. What type of marketing creates the most revenue?
20. Does the company have an Internet presence?
21. What marketing/advertising will/should be considered in the future?
22. Does the company utilize sales people? Describe the selling process?
23. Are there any key sales people? Employee contract or non-compete?
24. What could make the sales process more efficient?

Competition

25. Provide general description of the competition.
26. List top 3 direct competitors and give brief description of each.
27. On what basis do you compete with your competitors (price, service, etc.)?
28. What are your competitive advantages over the competition?
29. What are your weaknesses vs. the competition?
30. Future direct and/or indirect competition – if so, from where and who?

Operations

31. Explain product/service distribution from initial call to collection.
32. Explain orders/billings/collection process, terms (A/R & A/P).
33. Describe the inventory process – storage, turnover, etc.

34. Describe pricing structure and future pricing considerations.
35. List hours of operation.
36. Are there any pending litigation matters or current lawsuits? If so, explain.

Organization

37. How many part-time and full-time employees are with the company?
38. What is the salary range and available benefits for each type of employee?
39. Describe the importance of any key employees?
40. Is there an employee participation plan? If so, when was it established?
41. What is the general morale of the employees?

Owner Involvement

42. Do the owner(s) actively manage? Primary duties, hours worked per week?
43. If the owner(s) will need to be replaced with new management, describe the job title, salary, etc. it would take to replace the owner(s)?
44. What is the owner(s) reason for selling?
45. What will be the desired purchase price, terms, etc.

Facilities and Assets

46. Describe the company's facilities – square ft., location, etc.
47. Are the facilities leased or owned? If leased, please describe lease terms.
48. What % of the company's facilities is fully utilized? Room to expand?
49. Describe the general condition of the company's assets.
50. How much is spent per year on capital expenditures/improvements?
51. To reach the projected sales, how much will the company have to spend on capital expenditures/improvements each year? Please describe?

Financial Overview

52. Describe financial trends over the last 5 years.
53. What factors have affected revenue and/or profitability?
54. What could management do to increase revenue?
55. What could management do to increase profitability?
56. Does the company have to rely on short-term debt for working capital purposes? Please explain.

Technology Overview

57. Describe technology used in daily operations.
58. Is technology up to date?
59. Would newer technology increase efficiency?
60. Does company rely upon its own technology? How often is it updated?

General

61. Please list any other important factors not included above

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