

### Transition Readiness Checklist

Criteria	Completed	Planned Timing
<p><b><u>Is your Company Positioned for Best Value &amp; Attractiveness to Buyers?</u></b></p> <ul style="list-style-type: none"> <li>• Company profits maximized last 3-5 years</li> <li>• Company’s true profitability is verifiable</li> <li>• Potential for growth in the future</li> </ul>		
<p><b><u>Has the Owner left enough time; to identify the right buyer and transition?</u></b></p> <ul style="list-style-type: none"> <li>• Seller willingness to stay on, often for a year or longer: usually on a reducing basis is attractive to many buyers</li> <li>• Other senior staff available to replace owner re skills/knowledge &amp; client relationships</li> <li>• Payment structures for Sale; often require the seller to stay engaged through vendor-take back notes or earn-outs</li> </ul>		
<p><b><u>Have Non- Business/ Redundant Assets been removed from the business ?</u></b></p> <ul style="list-style-type: none"> <li>• Buildings</li> <li>• Personal assets</li> </ul>		

<p><b><u>Does your Company Value Today meet your Personal Needs for the Future?</u></b></p> <ul style="list-style-type: none"> <li>• Assessment of personal financial requirements from company sale</li> <li>• Plan/timeline to increase company value</li> <li>• Tax Advice re expected after-tax proceeds from company sale.</li> </ul>		
<p><b><u>Have you set up a defined Family Succession strategy?</u></b></p> <ul style="list-style-type: none"> <li>• Capability and interest of proposed heir/successor</li> <li>• Structured transition plan in place to transfer: skill, knowledge, and financial</li> </ul>		
<p><b><u>Have the company's Legal Agreements been reviewed?</u></b></p> <ul style="list-style-type: none"> <li>• Company ownership structure: corporation, sole proprietor, partnership</li> <li>• Shareholder Agreements; in place If multiple owners</li> <li>• Employee Agreements; to reduce buyer risk</li> </ul>		