

Selling a Business Guide

Thinking about selling your business? Whether its a sole-trader, partnernship or company, we take a look at the steps from start to sold. [Read Full Guide](#)

Did you know

It takes 6-9 months on average to sell a business?

1 Prepare the Business

- ☐ 1. Organise your documents
- ☐ 2. Systemise your business
- ☐ 3. Get an appraisal for your business
- ☐ 4. Assess your tax obligations
- ☐ 5. Establish your team
- ☐ 6. Decide when is the best time to sell
- ☐ 7. Prepare legal documents
- ☐ 8. Create a business memorandum



2 Advertise your Business for Sale

- ☐ 9. Choose the best marketing channels
- ☐ 10. Create an effective advertisement
- ☐ 11. Filter buyer enquiries



3 Finalise the Sale

- ☐ 12. Negotiate with potential buyers
- ☐ 13. Accept a deposit
- ☐ 14. Undergo due diligence process
- ☐ 15. Exchange contracts
- ☐ 16. Exit your business