

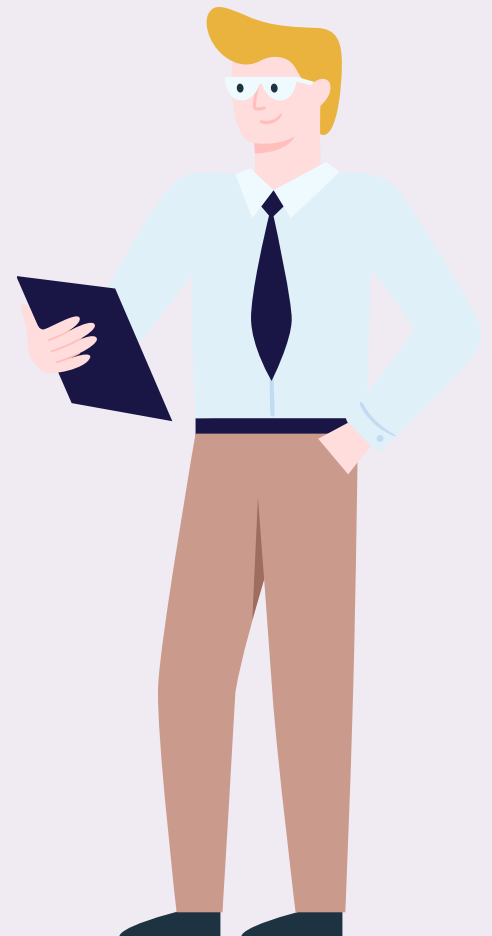
Business Memorandum

How to structure it.

When a buyer makes an enquiry and signs an NDA a business memo is often supplied. We take a look at the sections often included. [Read Full Guide](#)

- ☐ History of the Business
- ☐ Ownership
- ☐ Location
- ☐ Industry and Market
- ☐ Clientelle
- ☐ Employee Structure (including owner involvement)
- ☐ Products and Services
- ☐ Stock on Hand
- ☐ Equipment (including any lease details)
- ☐ Licenses
- ☐ Trademarks, IPs
- ☐ Financial Performance (e.g. Profit and Loss)
- ☐ Assets (vehicles, computers, property)
- ☐ Encumbrances
- ☐ Potential
- ☐ Asking Price
- ☐ Reasons for Sale

Remember, its
important to protect
your business.
Always consult a
professional.



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