



MAUS SellBiz Pro: Sample Due Diligence Checklist



Overview:

MAUS SellBiz Pro is an Australian developed software program based on the steps needed to prepare a business for sale. This product is vital for any business owner or consultant who wants to prepare a business for sale and achieve the maximum sale price!

Buy MAUS SellBiz Pro Now:

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The following handy due diligence checklist will help you through the due diligence process. Note a full checklist, videos, resources and even "business worth" calculators are included in the SellBiz Pro software program.

Company Documentation	Status	Responsibility
Company Information "Memorandum of Incorporation)		
Registration of Company Name		
Registration of Business Name		
Current share registry, minutes & documentation		
Address and contact details of other shareholders		
Financial		
Year end 2007 tax return (Including P&L and Balance Sheet)		
Year end 2006 tax return (Including P&L and Balance Sheet)		
Year end 2005 tax return (Including P&L and Balance Sheet)		
Current Debtors List		
Letter from debtors verifying amount owed		
Current Accounts payable		
Isolation of payments to associated personal		
Balance Sheet as of last month		
Depreciation schedule, purchase and book value of assets		
Superannuation payments and verification by accountant that all commitments have been meet		
GST payments and verification by accountant that all commitments have been meet		
Bank Details		
Name of BSB of Bank		
Bank Loans and Obligations		
Credit and overdraft facilities		
Management Reports		
Management report showing increase by category		
Management forecast current year		
Management 5 year forecast		
Inventory List and audit		
Complete list of SAV currently in the company		
Complete list of any current leasing agreements		
Intellectual Property		
List of all trademarks and documentation and expiry		
List of all patents and documentation and expiry		
Website		
List of all domain names, documentation and expiry date		
List of all hosting agreements and documentation		

Contracts	Status	Responsibility
List and documentation of all leasing agreements		
Sales Contracts		
Expense Contracts		
Partnership Agreements		
Insurance Documentation		
List and supply details and documentation of any other contact that company has		
Current Legal Claims		
Current Contracts with large customers		
Emails of proposed deals from large clients		
Database		
List and documentation of all leasing agreements		
Number of Customers		
Photocopy of customer list and verification		
Number of enquires		
Verification of method obtained and privacy opt in lists		
Photocopy of enquiry database		
Employees		
Organisation Chart		
Number of Employees over last 2-3 years		
Salary paid to each employee		
Employment Letter		
Employment Manual		
Performance Review		
Other commitments or obligations		
Holidays and Sick Leave		
Marketing		
Awards and documentation		
Marketing, advertising arrangements		
Plans for product development		
Details of past product development		
Breakdown by product of IP ownership and date		

MAUS SellBiz Pro

Tools, tips and resources used in preparing a business for sale!



Preparing to sell a business is one of the most daunting tasks for any business owner or consultant, especially if you are inexperienced or have never sold a business before.

The program includes an interactive strategy tool that automatically creates a comprehensive "exit plan" based on the "Attractiveness" and "Readiness" index. The program compiles the plan and then automatically calculates the score and graphs the gaps indicating the necessary action plan that is needed to increase the value of the business.

At a click of a button, MAUS SellBiz Pro provides you with:

- 24 Videos on how to sell your business
- Over 250 pages of content of how to sell your business
- Readiness Checklists
- Attractiveness Checklists
- Business Valuation Calculators
- Cash Flow Calculators
- Business for Sale Websites
- Advertising Packages
- Graphing Diagnostics
- Advertising Packages
- Business Broking Resources
- Over 80 detailed focus areas

Summary of Features:

MAUS SellBiz Pro has over 250 pages of contents including, tools, tips, sample valuation reports, selling resources, due diligence checklists, business valuation calculators, cash flow calculators, attractiveness index, exit strategies, succession planning, financial investors concepts, strategic investor concepts, growth strategies and much more.