

# Preferred Business Brokers, Inc.

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*20 Years of Excellence*

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## Essential Seller Information

The following information is some of what will be requested to complete a “pro forma” for your business. The buyer, the buyer’s attorney or accountant may request more information.

1. **Specific Financial Statements** to be disclosed to our clients.
2. A current list of **Asset Information**.
3. Detailed **Employee Information**.
4. Sample copy of **Customer Contracts** in each category your company provides.
5. A sample copy of your **Employee Non-Compete/Non-Solicit Agreement**.
6. A copy of all **Advertising Contracts** (including yellow pages).
7. **Name** and **Telephone Number of Attorney** (if you have engaged one).
8. Confirmation of your company’s **Liability Insurance** for the past three years.
9. Our confidential **Business Profile** will request the above information and more.

This essential information will help represent a comprehensive overview of your company.