

**CONFIDENTIAL VALUATION FACT FIND CONFIDENTIAL**

*Please use a separate page for any extra information if necessary*

<b>TRADING NAME :</b>	<b>OWNERS FULL NAME (S) :</b>
<b>ADDRESS OF BUSINESS</b>	<b>CORRESPONDENCE OR PRIVATE ADDRESS</b>
<b>Postcode</b>	<b>Postcode</b>
<b>Website Address</b>	
<b>Tel: Business</b>	<b>Home/Mobile</b>
<i>(Please advise which number you prefer for confidential contact)</i>	
<b>Email:</b>	
<i>(Please provide your preferred email address for confidential contact)</i>	

<b>THE BUSINESS</b>	<i>Type/Products/Services, Customers, Marketing/Advertising, Contracts, Patents/Licences, Expandability/Potential, Complexity/Skills required, Level of Vendor Involvement, Training/Handover provided, Length Owned, Length Established, Status (Ltd Co/Sole trader)</i>
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<b>LOCATION</b>	<i>Suitability/Competition, Demographics, Infrastructure/Parking</i>
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<b>PREMISES</b>	<i>Type/Detached/Storeys, Is the business on the Ground Floor, First Floor etc., is there any disabled access? State of repair, No. of rooms. No. of e.g. tills, counters, specialist displays etc. Suitability for Trade, Other Usage Consents Band, Dimensions; all rooms/areas, Security, Staff Parking/Facilities, Kitchen, W.C. etc.</i>
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**LIVING ACCOMMODATION** (if appropriate) *List Rooms & Dimensions, Self Cont./Letting Potential, Garden/Garage, State of repair/Heating*

**TENURE** *Freehold/Leasehold/Flexible, Rent/Rates/Council tax, Length of Lease/Unexpired, Reviews/Frequency, Terms*

**FIXTURES & FITTINGS** *List major items/Value/Age (including IT equipment), Items on lease/HP, Vehicles; Type/Mileage, Telephone system, Any specialist software and licence fees.*

**STAFF** *No. full/part time/contract, Duties/Hours, Length of Service/Age/M/F, Are all staff required? Will staff stay after sale? Redundancy liability? Pension provisions? Vendor Involvement, Will vendor stay on? Wagebill Inc./Exc.N.I.*

**TRADING HOURS** *List Hours, Restrictions, Scope for inc./red. Hours*

**ACCOUNTS** *Copy last 3 years accounts, Last 4 quarters VAT returns, If no a/c's, when available or please send any available accounting or bookkeeping information*

**MISCELLANEOUS** *Stock Value, inc./exc.? Franchise Fees/Payments, Rental Agreements/Leases, Vendors Debts/Requirements*

Please provide a breakdown of the CURRENT regular monthly expenses of the business

**TYPICAL MONTHLY EXPENSES**

Rent	£ _____
Rates	£ _____
Water rates	£ _____
Service Charges	£ _____
Salaries incl NIC.	£ _____
[Adj. True staff needed]	£ _____
Light/Heat/Power	£ _____
Motor [if needed]	£ _____
Depreciation	£ _____
[cost of any imminent replacements]	£ _____
Insurance	£ _____
Buildings Insurance	£ _____
Franchise Fees	£ _____
Telephone	£ _____
Accountancy	£ _____
Advertising	£ _____
Printing/Stationery	£ _____
Equipment/ Leases	£ _____
Credit Cards	£ _____
Sundries	£ _____
Bank Charges	£ _____
Other _____	£ _____
Other _____	£ _____
<b>TOTAL EXPENSES</b>	<b>£ _____</b>

Notes on any expenses items (e.g Owners Drawings or unusual expenses)

## **SALES BREAKDOWN Month by Month**

These are intended as a guide to the business' monthly turnover. If this information is available as a Sage, Quickbooks, Excel or similar printout that will be fine.

**FINANCIAL YEAR 2008-09**

<b>Period</b>	<b>Sales £</b>
Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	
Month 7	
Month 8	
Month 9	
Month 10	
Month 11	
Month 12	

**FINANCIAL YEAR 2009-10**

<b>Period</b>	<b>Sales £</b>
Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	
Month 7	
Month 8	
Month 9	
Month 10	
Month 11	
Month 12	

**FINANCIAL YEAR 2010-11**

<b>Period</b>	<b>Sales £</b>
Month 1	
Month 2	
Month 3	
Month 4	
Month 5	
Month 6	
Month 7	
Month 8	
Month 9	
Month 10	
Month 11	
Month 12	

### **Other Notes or Comments:**

*This document can be sent to:*  
**The Business Bureau**  
2 Moores Farm  
Two Gate Lane  
Overton  
Basingstoke  
Hampshire RG25 3NF  
or please copy/scan and email to  
[info@thebusinessbureau.co.uk](mailto:info@thebusinessbureau.co.uk)  
[www.thebusinessbureau.co.uk](http://www.thebusinessbureau.co.uk)