

**The Business Bureau**  
Effective Business Sales

www.thebusinessbureau.co.uk

Tel: 01256 773009

Fax: 01256 630240

Advertise your small business of up to £250,000 turnover on [www.thebusinessbureau.co.uk](http://www.thebusinessbureau.co.uk)  
Just complete this simple form and email it to [info@thebusinessbureau.co.uk](mailto:info@thebusinessbureau.co.uk) or fax it to us on 01256 630240  
Or post it to us at Moores Farm, Two Gate Lane, Overton, Basingstoke, Hampshire RG25 3NF

Contact Name(s):

Private contact address:

Business trading address:

Registered office address (if different):

Telephone/Email

Home: OK to use? Y/N

Mobile: OK to use? Y/N

Email: OK to use? Y/N

Website:

Company No. (if appropriate) and/or Status (Sole Trader, Ltd. Partnership etc.)

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## **Advertisement Wording**

1.1 Please write your advertisement giving a brief description of the business, include turnover figures, whether leasehold or freehold premises, any living accommodation etc.

*Example – Gift and Card Shop for sale. Established 1997. Busy main road in pleasant market town. Ground floor retail premises with 2 bedroomed flat above currently sub-let. Renewable lease - 5 years remaining. 3 staff plus owner. Turnover £97,000 per annum. Asking Price £35,000 + SAV..*

1.2 Photos - These can be emailed to us at [info@thebusinessbureau.co.uk](mailto:info@thebusinessbureau.co.uk) or attached to this form and posted with your advertising instructions.

1.3 Please sign and date the instruction below and send this entire form to:

The Business Bureau  
Moores Farm  
Two Gate Lane  
Overton  
Basingstoke  
Hampshire  
RG25 3NF

Or it can be faxed to us at 01256 630240 or emailed to us at [info@thebusinessbureau.co.uk](mailto:info@thebusinessbureau.co.uk)

### **FREE ADVERTISING**

1. I/We instruct The Business Bureau (and any successor in name, rights or title) subsequently referred to as 'the Agent', to advertise my Business for sale on the website [www.thebusinessbureau.co.uk](http://www.thebusinessbureau.co.uk) . I/we have been advised to take appropriate legal, taxation and accountancy advice in respect of this instruction.

2. I/we understand that advertising is free of all charges and will continue for a minimum period of 3 months from the date of this agreement at which time I/we may request a renewal of advertising. I/we undertake to advise The Business Bureau immediately that the Business is sold or withdrawn from sale.

3. I/we agree that interested purchasers may contact me directly for full details or to request a viewing of my/our business.

4. I/we will notify the Agent immediately in writing any errors or discrepancies in the advertising for my/our Business.

Signed \_\_\_\_\_ Date \_\_\_\_\_