











### PREPARING YOUR COMPANY FOR A PROFITABLE TRANSACTION

## #3 Demonstrate Stability

- Implement incentives for key employees so they'll stay on board through a transition, i.e. deferred compensation plans, retention bonuses
- · Execute Non-solicitation Agreements with key employees
- Document the percentage of business from repeat clients/customers and recurring revenue sources
- Record longevity of customer/client accounts
- · Record employee turnover and longevity
- · Update contracts with clients/customers
- Survey your clients/customers

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## #6

## **Show Your Growth Potential**

- · Develop a growth plan
- · Estimate cross-selling opportunities with existing clients/customers
- · Develop a disciplined approach to new business

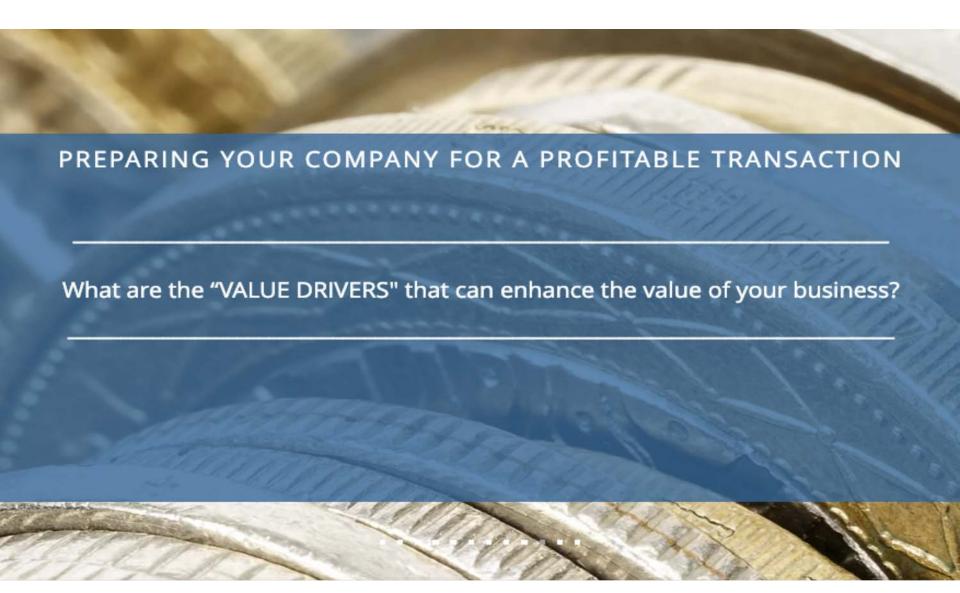


# PREPARING YOUR COMPANY FOR A PROFITABLE TRANSACTION Get Your House in Order Update your website · Tidy up the premises · If appropriate, get uniforms for your staff Update your stock book and corporate minutes Organize files · Update your Employee Handbook; if you don't have a handbook, develop one Have your attorney perform due diligence of your corporate documents -----



















#### QUESTIONS WE CAN HELP YOU ANSWER?

What is your business worth today?

What can it be worth when you are ready to sell?

What are the next steps in the process?

Contact Gateway for Opinion of Value Report 949.546.0903 | info@gatewaybizsales.com