

# Transaction Schedule



## Step 1

### Getting to know you

- Initial contact and no-obligation chat
- Identify your requirements
- Discuss exit options

## Step 2

### Formalities begin

- Completion of seller questionnaire
- Sign NDA
- Contract drawn between us
- Timetable discussed

## Step 3

### Digging deeper

- Identify and discuss issues
- Meet with you (and your accountant)
- Collate information about your business
- Understand your business fully
- Identify where value lies
- SWOT analysis



## Step 7

### Introductions

- Meet prospects informally
- Meeting feedback
- Second meetings
- Invite offers

## Step 6

### Shortlisting

- Review and screen responses
- Profile shortlist of buyers
- Assess shortlisted firms
- Chosen prospects sign NDA

## Step 5

### Going to market

- Consider targetted campaign
- Current opportunities
- Draw up Information Memorandum
- Plan online & offline campaigns
- Database matching

## Step 4

### Valuation and pricing

- Discuss market conditions
- Look at pricing
- Prepare financials
- Sector intelligence

## Step 8

### Selection

- Analyse and compare bids
- Create competition
- Negotiate
- Choose final bidder

## Step 9

### Heads of terms

- Outline of offer
- Consider structure
- Expected completion date

## Step 10

### Checking and digging

- Buyer due diligence
- Address matters arising

## Step 11

### Towards the finish line

- Prepare contracts
- Ongoing meetings
- Liaise with solicitors
- Ongoing negotiations