

## Broker Services

*(The following services are typically provided by us in most Selling Assignments. This list is not all inclusive nor are all of these items required to be done in all assignments. This list is typical for most...)*

Consultation with Seller & review of Seller's documentation

Consultation with Seller's advisors

Review & recasting of Seller's financial statements

Market Analysis & MPSP determination

Pricing consultation & deal structuring

Preparation of listing agreement, & Seller's file

Preparation of sales material

Preparation of marketing plan

Preparation of advertisements

Submitting listing info onto web sites

Submitting info on MLS's

Submitting info to networking groups

Direct mail (e-mail) to Broker's contacts, list of potential Buyers, agents & business brokers

Working with cooperating brokers if required

Initial Buyer response, interview & screening

Business showings & Buyer follow-up

Preparation of Offer To Purchase & presentation to Seller

Offer follow-up with Buyer & Seller

Meetings with Buyer & Seller to coordinate Buyer Due Diligence

Consultation with Buyer/Seller and outside advisors (bankers, accountants, lawyers, appraisers, inspectors, valuers etc.)

Attending the closing