



*Tactics to consider as well as mistakes to avoid in helping to prepare for the sale of a private business.*



Preparing your business for sale  
- **your how to guide.**

**SUCCESS NEEDS PREPARATION**

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# Executive summary



## *Getting both arms around the challenge*

While no one-size-fits-all answer exists to help manage the challenge of simultaneously running a successful business and managing a sales process, careful preparation is vital.



## *Adjusting your thinking well in advance*

In order to achieve a successful sale of a business, the planning process should begin well in advance. Be aware of the various internal and external factors that should be identified in the early stages of the process to optimise business value.



## *Issues in evaluating and valuing the business*

It is imperative to understand a buyer's philosophy and attitude toward the value of a business. What does it mean to them and how can you align this outlook with the business and its emerging valuation?



## *Getting the house in order*

One of the first steps in preparing for a sale is to assess your current business performance. Determine areas of your business that may need improvement and take corrective action to resolve any issues before engaging with potential buyers.



## *Building the best package*

Know your business landscape; be prepared to provide concise and knowledgeable responses when prompted by a potential buyer, and have key information relating to the business available if and when requested.



## *Forming the team*

Involve key individuals from your company in the divestiture process – they will provide valued input, gather necessary information relating to the business and interact with potential buyers.



# Getting both arms around the challenge

One of the most significant challenges faced by a company and its owners is laying the groundwork for the successful sale. Much of the difficulty lies in balancing two competing priorities, each of which demands careful attention. On one hand, the seller must commit significant effort to steer the process and receive the highest value it can in the transaction. But on the other hand, they must also ensure day-to-day operations remain sharp and focused. The ability to balance these two aspects is what makes the process more difficult.

When that balance suffers, transactions can falter on anything from failures of awareness to subtle tactical missteps.

There have been many potential transactions that have disintegrated, but not necessarily because of one big oversight. Instead, it is mostly because of a series of misjudgments in the complex sale preparations, and the allure of a high price that can cloud rational thoughts about the risks associated with closing the deal.

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# Credibility and control

During the sale process, surprises can quickly derail buyer-seller momentum and deflate perceptions of worth. Once the decision is made to sell a business, management should begin planning for the process and preparing the business for sale. Self-review and ample preparation time enables the seller to maintain control and minimise disruption to ongoing operations. Effective planning and preparation also enable a seller to better anticipate, understand, and actively manage unforeseen events and keep the sale process on track.

Conflicting signals compromise credibility and effectiveness by creating confusion and doubt. Therefore, all players on the seller's team—both internal managers and external advisors—must pull in the same direction and reinforce the same messages.

To build relationships with suitors and avoid the risk of not closing, trust is critical. A seller should provide key factual information to a potential buyer that is appropriately positioned. Trust and momentum also depend on the seller's anticipating questions and preparing appropriate responses. A seller must paint a clear picture of market conditions and opportunity, and relate it to the business's projection. Further, a seller should articulate underlying assumptions and value drivers, and outline how these opportunities will be captured. Key concerns, potential deal breakers, and price adjustment issues should be pushed to the head of the process and addressed early to avoid problems later.

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Finally, a seller must stand at the nexus throughout the process—keeping the business focused, creating the correct management incentives and support, managing the advisory corps, and navigating the course between running an effective business and steering it toward a successful sale.

## **Success in preparing a business for sale depends on 10 critical steps**

Although there is not a one-size-fits-all program to ensure the process of selling of a company is flawless, there are a few vital steps that owners should take in the process. Following these steps, at a minimum, will allow for a smoother sale process, with fewer problems faced along the way.

- ✔ Align organisational objectives – share one direction and one message
- ✔ Develop a divestiture plan – *address the tactical priorities early on, so that resources, funding, and timing all fall into place*
- ✔ Assemble a team of trusted advisers and deal specialists – *complement company strengths with functional experts*
- ✔ Get financial results organised – *highlight key financial metrics and management tools, and demonstrate their relevance*
- ✔ Develop sound financial projections, and back them up with a picture of strong potential – *tell a credible, accurate and compelling story*
- ✔ Understand subjective value, and see the business through the eyes of a potential buyer – *view the business – and its value – from a buyer's perspective*
- ✔ Initiate a buyer identification and assessment process – *understand the likely buyers and consider them in the planning*
- ✔ Evaluate potential structuring alternatives – *identify various structuring options and related trade-offs*
- ✔ Revisit specific transaction objectives and priorities – *review the business's changing goals – and refine their direction*
- ✔ Determine—and execute – a specific sale timeline – *act with precision once the decision to proceed has been made*

# Issues in evaluating and valuing the business



## *Subjectivity: the picture beyond the numbers*

It has been said that beauty lies in the eye of the beholder, and often, financial worth does as well. To a great degree, value depends on the buyer: strategic buyers are interested in the firm's operations, and financial buyers are focused on near-term returns. If a seller can better understand a buyer's philosophy and attitude toward value, they can begin to understand how this outlook applies to the attributes of the business and its emerging valuation. An external market perspective prepares owners to present the most credible and most compelling picture of future growth and profitability.



## *Who's doing the buying - and how that affects value and strategy*

Strategic buyers often emerge from the same industry and seek a good fit with some aspect of the seller's business. When the synergies are significant, the strategic buyer may be willing to pay more. A seller will want to anticipate those synergies in order to capture an appropriate share of the potential value.

Financial buyers typically hunt for investment opportunities where they can use the benefit of significant financial leverage to improve returns, provide financial support for the business as it pays off debt and grows, and then exit their investment for a profit in the short to medium term. For these buyers, the most marketable businesses tend to be those with solid cash flows, strong management teams, growing markets, a defensible market position, and lower capital expenditure requirements. Typically, financial buyers are highly sophisticated in terms of deal structure and diligence and often are flexible on the industry. The willingness of the credit markets to extend loans to private equity and the terms of those loans dictate the strength of private equity buyers.

If the buyer is strategic, adoption of the right mind-set often means understanding the benefits and costs of integration, including the potential opportunities, inherent sales and distribution channel synergies, purchasing power increases, production and administrative efficiencies, working capital improvements, and more.

On the other hand, if the buyer is financial, the focus may be on the need for improvements in the financial reporting systems or opportunities that could be accelerated and captured by a new infusion of capital, such as add-on or tuck-in acquisitions or new product launches.



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### *Valuation: getting down to the number*

For the seller, all of this qualitative framing finally turns toward simple quantitative questions: What does my business translate to in dollars and cents? How can I even think about selling without knowing the worth beforehand? Should I get a valuation and ask buyers to pay based on that price?

Of course, the answers aren't as straightforward as the questions. Market valuation benchmarks can sometimes set false expectations on both the high and low sides. Setting appropriate expectations begins by understanding the concept of fair market value—the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of the facts. At its simplest, a business is worth its discounted present value of future cash flows. That being said, some say valuation is as much an art as it is a science, and a number of variables go into a buyer's perception of value.

In addition to discounted cash flow analysis, major alternative valuation methodologies include comparisons to similar, recent transactions; the public market pricing of like companies; and the value that could potentially be derived in a leveraged buyout. However, all of these are heavily reliant on the assumptions applied.

Other variables figuring prominently in the overall picture of worth include the management team's depth and strength and diversity of customer relationships. Evaluations can also crystallise around the company's stage in its life cycle, comparable growth rates and pretax margins, overall opportunities and risks in the business's industry, and the current financing and mergers and acquisitions environments.

Value perceptions are further influenced by a business's historical and projected financial results, as well as anticipated future events—whether good or bad. Finally, psychological factors can also play a part, ranging from the sense of scarcity to the presence of rival bidders and the urgency of a seller's motivation.

Given the number of variables and the importance of information, valuation and financial due diligence should be viewed as complementary, interrelated, and iterative tasks. The valuation should provide context for financial due diligence and should guide management toward key focus points for due diligence. The results of due diligence should shape the final valuation and structure.

Considering financial valuations respond to the value different buyers ascribe to the business, sellers must be prepared for several iterations of valuation. Throughout the sales process, the seller must build strong and credible messages around quality of earnings and develop a dynamic due diligence process that best prepares it for buyers' possible scepticism, rigorous analyses, and intense negotiations.



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# Getting the house in order

As thinking turns to action, owners can focus their considerations on the right time to sell – keeping two thoughts in mind:

- It is best to avoid letting events dictate when you must sell
- The best way to avoid dictation by events is to maintain readiness and agility if an excellent opportunity arises

The actual events triggering a sale can be a combination of market and personal conditions, such as a highly favourable offer or a generational change in the business. At the end of the day, owners should always regard the possibility of a sale as one of their alternatives and be prepared by making sure everything they do generates and creates shareholder value, whether they are selling or not.

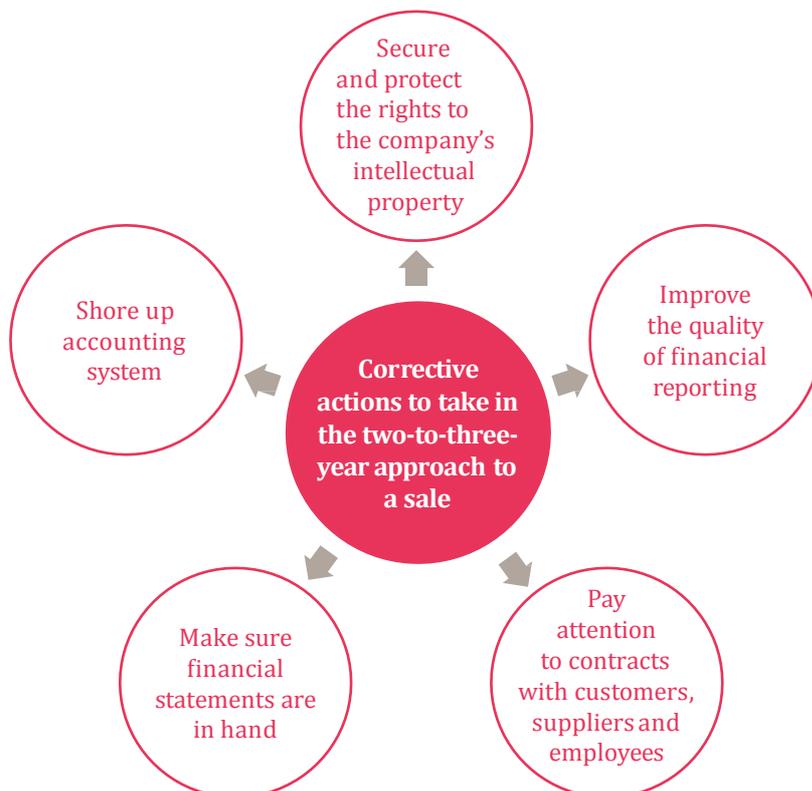
## *Presale checklist*

The checklist is a diagnostic overview undertaken a few years before the sale that pinpoints the areas to prepare for sale. For instance: Are information systems robust enough? How strong is the management team—and how capable is it of running the business without the owner? What's the status of business assets? What's the situation regarding relationships with customers, and what improvements can be made today that a new buyer will appreciate and want to pay a premium for?

## *Corrective actions*

Corrective actions to take in the two- to three-year approach to a sale can run the gamut, including making sure audited financial statements are in hand; shoring up accounting systems; improving the quality of financial reporting; paying attention to contracts with customers, suppliers, and employees; and securing and/or protecting the rights to the business's intellectual property. Particular complexity, hidden opportunities, and risks surround human resources issues, tax considerations, and governance preparedness. Early preparation for sale begins with a presale checklist—referred to as sell-side due diligence— followed by corrective actions.

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# *Human resource considerations*

People-related considerations have been a common reason for failed expectations during mergers and acquisitions. Issues range from the talents of the executive team and how they fit into a new owner's plans to the financial implications of compensation and benefits packages. Understanding these components and advanced planning can increase the odds of success.

Once the financial picture of human resources is understood, refinements can begin to anticipate potential buyers' concerns and address weak points. Planning should begin with an inventory of compensation and benefit programs, including financial implications. This includes variable and incentive compensation programs, severance terms, retirement and health and welfare plans, equity compensation programs, and any benefits or special arrangements for or with key management. The management team is especially important not only in terms of its talent and the ability to retain key people through the deal, but also of the financial implications of severing or continuing the relationship.

Buyers will want to know about retention and severance terms, obligations to keep management for certain time periods, payments to management and employees triggered by the transaction, collective bargaining agreements and any other unfunded retirement obligations. The equation can grow more complex if business units are carved out and sold apart from the whole, when human resources and benefit costs allocated to these units may not reflect expected costs on a stand-alone basis.

Beyond this, owners need to assess how the total human resources picture and associated programs will affect different types of buyers throughout the transaction lifecycle. Planning varies by deal and industry: underfunded pension plans that will need large cash contributions in the short term may be priorities in one case, while the costs of settling existing equity compensation and share options loom large in another—for, say, a fast-growth IT start-up.

By understanding the human resources environment early on, taking steps to properly communicate the historical and future costs and realigning elements that facilitate the deal, owners can significantly smooth the path to a sale.



# Tax considerations

## *Owners should enter negotiations with an understanding of the tax consequences of a transaction.*

While tax structuring grows from a seller's and a buyer's goals, from the legal form of business, and from evolving tax laws, the success of the approach depends on anticipating the transaction, establishing objectives, and evaluating the economic and tax risks. Given the many variables and potential outcomes, owners should enter negotiations with an understanding of the tax consequences of a transaction, including different implications of an asset or share-based transaction.

First, a seller should recognise buyers typically prefer asset-based transactions because it provides a far greater degree of certainty as to what is being acquired. Sellers on the other hand will often prefer share-based transactions as it allows them to completely step away from the business and all future obligations.

In an asset-based transaction, the buyer can specify the assets they wish to purchase and the liabilities they wish to assume. Because the seller retains ownership of the business, the buyer does not assume the risk of any unknown or contingent liabilities, such as tax, product liability and employment obligations. The transfer of individual assets often needs to be effected under separate documentation which can be complicated and time consuming. Final settlement can also be prolonged.

One other point to be aware of in terms of an asset-based transaction, the extent to which the assets of the seller are sold will determine whether the transaction may be classified as a going concern for GST purposes, and thus be zero rated.

A share-based transaction, enables the buyer to essentially step into the shoes of the seller, simplifying the transfer of ownership of all the assets and liabilities, as well as ensuring the corporate identity is retained. A significant disadvantage is that the buyer of all the shares in a company also assumes all of the liabilities, including potential tax issues unknown at the time of settlement. Accordingly, due diligence required for share sales are more involved given the wide ranging liabilities potentially being transferred.

The divergent positions of buyer and seller frequently lead to the need to negotiate the terms of sale to create a mutually beneficial transaction for both parties.

## *Asset-based transactions vs share-based transactions*

<b>Asset-based transactions</b>	<b>Share-based transactions</b>
✔ Buyers often prefer asset-based transactions because it provides a greater degree of certainty as to what is being acquired	✔ Sellers often prefer share-based transactions as it allows them to completely step away from the business
✔ Buyer can specify the assets they wish to purchase and the liabilities they wish to assume	✔ The buyer can step into the shoes of the seller, simplifying the transfer of ownership of all the assets and liabilities
✔ The buyer does not assume the risk of any unknown or contingent liabilities	✔ Ensures the corporate identity of the business is retained
✘ The transfer of individual assets can be complicated and time consuming. Final settlement can also be prolonged	✘ The buyer assumes all of the liabilities, including potential tax issues unknown at the time of settlement
✘ The extent to which the assets of the seller are sold will determine whether the transaction may be classified as a going concern for GST purposes, and thus be zero rated	✘ Due diligence required for share sales are more involved given the wide ranging liabilities potentially being transferred

# Governance preparedness

Another area that can be addressed early is governance readiness. Any private company contemplating acquisition by a public company or an initial public offering must take into account the demands of this corporate governance and financial disclosure law and prevent them from becoming obstacles to a smooth sale. At the same time, many actions taken for governance preparedness, if adjusted to the needs and scale of the business, can pay dividends in better business management.

Most importantly, embracing the rules can decrease the risks associated with closing the deal.

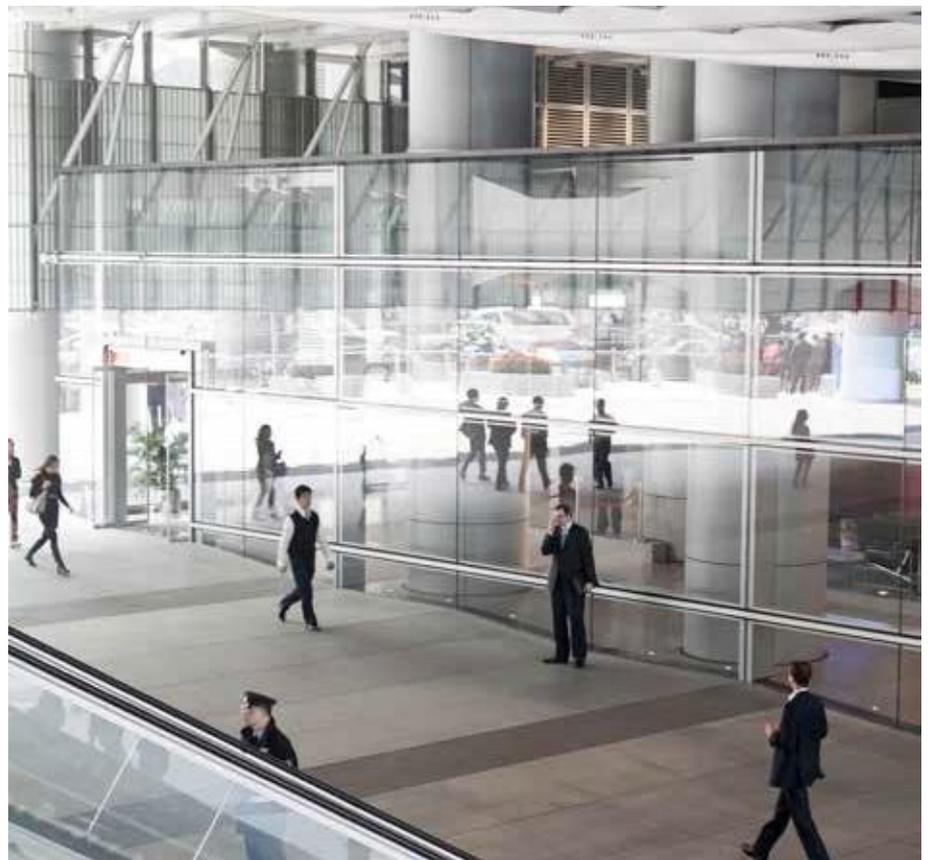
Governance readiness may also have a significant impact on valuation because buyers, investors and underwriters do not want to assume the added risks of non-compliance, nor the initial cost of compliance in terms of professional fees and lost productivity.

Owners can also benefit from these preparatory actions by:

1. assessing their internal controls, governance policies, and systems and
2. taking steps to correct deficiencies and install better business operating processes in advance.

These steps will not only pave the way for a smoother sale but also help make for a stronger, more competitive business with more-accurate information and greater management understanding.

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# Building the best package

## Sell-side due diligence

Sell-side due diligence helps identify areas that have deal and value implications, and prepares and coaches management to appropriately address the issues with potential buyers. To answer key buyer questions, timely, concise and knowledgeable responses are necessary, and anything less can detract from value and the likelihood of success. Areas of focus typically include:

-  Understanding the quality of historical earnings
-  The components of both historical and projected business trends
-  Key customer and supplier relationships
-  Working capital and capital expenditure requirements
-  Strength of the management team
-  Potential synergies
-  Technology and intellectual property issues.

Many of these areas can be addressed initially by a high-level management presentation or, occasionally, a information pack (provides a detailed description of the business, future opportunities, and historical and projected performance) to educate acquirers on the benefits of owning the business. Ultimately, owners will need to assemble information—usually referred to as a data room—that fully supports the story of historical and projected performance.

Thorough sell-side due diligence can help avoid a range of problems, including sellers' being blindsided by unanticipated issues, potential post-closing disputes, and simply failing to close the deal. Further, it can help realise a faster sale process by addressing issues early, and building the best package avoiding lengthy negotiations and disputes after closing. Ultimately, the appropriate positioning of the information gathered during the sell-side due diligence process often helps owners gain a higher sale price.

## The data room

The data room typically brings together comprehensive information covering financial results, key business drivers, legal affairs, organisational structure, contracts, information systems, insurance coverage, environmental matters, and human resources issues. Information should start being pulled together as soon as the information pack has been drafted for distribution to prospective buyers.

The extent of information and level of detail in the data room should be balanced, providing enough information to enable buyers to determine a fair value but also limiting the amount of sensitive or competitive information disclosed to anyone other than the ultimate purchaser. Often, striking the right balance requires discussions between sellers and their advisors.

Today, data rooms are, increasingly, online information hubs that present the key information a buyer needs in order to begin judging value and underlying interest. Generally, online data rooms speed the process, lower costs, and better manage information flow by, among other things, differentiating access restrictions by buyer categories to block strategic ones from sensitive competitive information, while opening the same information to financial buyers.



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# Forming the team

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## *Your internal team*

During divestiture, owners face one of their most sensitive and critical tasks: determining their so-called circle of knowledge, or those key individuals at the business who need to know about the transaction.

For owners, the art lies in forming the right internal team. The correct people must be identified to gather information and interact with buyers. At the same time, the group must be narrow enough to control the consistency of the seller's message and minimise overall distraction from day-to-day operations. Generally, it's best to keep the group as small as possible. This considered, the circle may expand as the process progresses and as more internal leaders are needed to meet with buyers and demonstrate the depth of management.

## *Your external advisors*

Given the limited bandwidth of a typical seller's resources, the nuances of the process, and the fact that the sale often represents a life-changing event for owners, experienced external advisors can be critical. Good advisors can smooth and accelerate the process while helping to accurately recognise value and provide insight and guidance in complex areas. Finally, the objectivity that advisors provide can be crucial to owners faced with many personally emotional, highly subjective decisions.



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