



Selling your business

Letting go of a business isn't just a financial transaction, it's a personal one. Taking the right steps to prepare will help ensure the process is smooth, strategic and aligned with your long-term vision.

Walking away from a business you've built is rarely simple. For many owners, a company becomes more than an enterprise, it's a source of identity, community and purpose. That's why selling can feel both exciting and overwhelming.

Preparation is one of the most powerful tools in any successful transaction. This ready-to-sell checklist provides a practical starting point to help you plan ahead with intention. Whether a sale is imminent or part of a longer-term vision, this guide will help you evaluate key considerations, gather essential information and surface opportunities to strengthen your position.

Having the right partner can help you navigate the sale of your business in a way that is rewarding on every level, giving you the comfort and confidence you need to move forward. Raymond James Investment Banking works alongside your financial advisor to deliver that very partnership, leveraging the deep industry knowledge of our senior bankers across all major industries to facilitate the transition of your business – with keen attention to detail and genuine respect for what you've built.

READY-TO-SELL KEY AREAS



Legal



Tax



Insurance



Financial



Operational



Assets



Liabilities



Employees

READY-TO-SELL CHECKLIST

The following outlines key areas that require thoughtful preparation, along with the documents and information typically needed for each.



LEGAL

- Updated corporate records with articles of incorporation
- Operating agreement
- By-laws
- Corporate minutes
- Stock certificates and stock ledger
- Buy-sell agreements
- Key contracts with employees, vendors, customers, landlords and lenders
- Licenses, permits and titles



TAX

- Past five years of federal and state income tax returns
- Past two years of employment, sales, use and property tax filings



INSURANCE

- Copies of current insurance policies and recent loss run reports



FINANCIAL

- Five-year history of annual balance sheet, P&L and EBITDA statement, including owner adjustments



OPERATIONAL

- Five-year history of key operational metrics
- Revenue and gross margin by product/service type, sales channel and geography
- Production metrics and capacity utilization
- Revenue and margin per employee



ASSETS

- Listing of fixed assets with acquisition date, cost, accumulated depreciation and location
- Five-year history of capital expenditures separated by maintenance and growth
- Facility specs (acreage, square footage, ceiling height, etc.).



LIABILITIES

- Copies of all loan agreements and capital lease agreements



EMPLOYEES

- Copy of employee census with name, title/position, hire date
- Copies of employment agreements, non-compete/non-solicit agreements
- Organizational chart

Raymond James Investment Banking is committed to making the sale of your business as seamless and rewarding as possible. We serve as a true partner from the earliest planning stages through closing.

Connect with your financial advisor to begin the conversation and take your first step with confidence.

RAYMOND JAMES®

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