



National Franchise Sales

THE BUYING PROCESS

1. **Sign a Confidentiality Agreement-** This allows you to have access to confidential information concerning the businesses that we represent.
 2. **Fill out a Preliminary Information Sheet-** This information is listed on the bottom of the confidentiality agreement and assists us to better match our business opportunities to your financial situation, business experience and geographic preferences.
 3. **Receive the Confidential Information Package-** After reviewing the location and you have further interest, you will receive the financial summaries of the location which include recast Profit and Loss statements, lease information, and the cost to acquire. At this point we may also ask you to sign a credit check authorization agreement and complete a net worth statement.
 4. **Visit the Location-** This will help you get comfortable with the actual location before doing an in-depth analysis of the business. When you visit the location, view the business as a customer and please do not speak to anyone about the business.
 5. **Telephone Conference-** You will review all the information you have received with your franchise consultant to answer any questions you may have. This will help you gain a clear understanding of the business and help you prepare a Conditional Offer to Purchase.
 6. **Submit a Conditional Offer to Purchase-** Once your Conditional Offer To Purchase is accepted by the Seller, your due diligence process begins. This will answer any questions about the business you or your advisors may have. The following information will be available to you during due diligence: All the internal P&L's, copies of the lease, franchise agreement, tax returns and any other pertinent information needed to complete the process. You will also have the opportunity to meet with the owner and physically inspect the premises.
 7. **Responsibility Meeting-** Along with your advisors (accountant, attorney, etc.) our Franchise Consultant will outline the steps to be taken for due diligence and who is responsible for each step and by what date. This will insure a speedy and thorough process.
 8. **Due Diligence-** During this 7-30 day period, you and your advisors will complete your due diligence, develop financial projections and create a business plan. This will set the stage for franchisor and financing approvals.
 9. **Complete Financing Application-** Your franchise consultant will work closely with you to gather all the information requested by the lending institution.
 10. **Secure Franchisor Approvals-** This typically includes an interview, and providing all requested personal and financial information to the franchisor. The scheduling of the training requirements will also be determined.
- Please note; Numbers 9 & 10 above will be done simultaneously or in reverse order, depending on the particular franchisor and this specific transaction.
11. **Financing and Franchisor Approval-** You will receive a formal approval letter specific to the franchise business you are acquiring.
 12. **Closing-** We help you reach this point in a smoothly, and in a timely manner.

www.nationalfranchisesales.com

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