Buying a business

Eight checks. Better conversations.

Use this alongside the guide, from first search to handover. Tick boxes in your PDF reader and save a copy, or print it and work on paper.

- [ ] 01 **Define your buying criteria**

  Write down your operating role, location, industry preferences and the reasons a business would not fit.

- [ ] 02 **Build a total cash budget**

  Include your purchase contribution, adviser fees, working capital and a reserve. Keep a separate plan for personal living costs.

- [ ] 03 **Choose your advisers**

  Confirm scope, representation, fees and conflicts with your accountant, lawyer, broker and funding partners.

- [ ] 04 **Compare and question your shortlist**

  Record the owner's work, the reason for sale, included assets and the records you still need for each business.

- [ ] 05 **Test earnings and funding**

  Review supporting records and earnings adjustments. Document what each potential funder still needs to approve.

- [ ] 06 **Understand the proposed agreement**

  Have your lawyer explain obligations, deposits, exclusivity, conditions and exit rights before signing.

- [ ] 07 **Resolve due diligence findings**

  Track financial, legal, people and operating issues. Confirm essential contracts, permissions and transfer requirements.

- [ ] 08 **Confirm closing and handover**

  Assign responsibility for funds, documents, access, training, payroll and communications. Plan a first-month review.

A planning aid, not a complete due diligence review. Tailor the checks with qualified advisers for your business, purchase structure and country.

Make the next step clear.

Keep your budget, open questions and next action in one place. Fill in the fields below and save your own copy.

Business / opportunity

Location / jurisdiction

Your intended ownership role

Your cash budget

Use one currency. Enter amounts and calculate the total yourself.

Currency

Purchase contribution

Adviser and transaction fees

Working capital

Business reserve

Total cash to plan for

Keep a separate plan for personal living costs. Funding discussions are not loan approvals; confirm requirements with each funding provider.

Unresolved questions / documents / adviser to ask

Next action

Who is responsible?

Target date