



HAS SOLD MORE BUSINESSES
IN THE WORLD THAN ANYONE.®

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Buyer Tour and Meeting

Initial Meeting is to introduce Buyer to the business. (30 minutes to 60 minutes)

1. Tour the facility first! This allows Buyer to get a better idea of how the business operates; the utilization of company assets and the duties of the owner.
2. Buyer and Seller should give introduction of background and Sellers overview of the business.
3. Buyer should be prepared to give a brief explanation on their background, work experience, business ownership experience and any other information pertaining to this Business/Owner under consideration
4. Examples of current orders or projects and type of client. Also value – scope – geography of orders or projects.
5. Review Organizational Chart/Key Employees – describe their duties.
6. How does the company market its services or products?
7. What are potential growth opportunities for a new owner?
8. Reason selling? There is no wrong reason.
9. If a Buyer or Seller asks questions that either are not comfortable answering, both should respond that they will get back to each other through the Associate or Broker.
10. Try to stay on the subject matter, which is business. Do not overwhelm anyone with too much unrelated information.
11. Seller should simply answer questions and explain business related information. Do not over explain answers or discuss unnecessary subjects.

Remember, we never really know levels of interest or aptitude until Buyer and Seller personally meet and tour the business. Also remember, the first visit should be 30 to 60 minutes, no longer.