



BUYERS PACKAGE

Thank you for contacting Horizon Business Brokers, LLC for help in purchasing a business. Please complete the following forms so we can help you find a business that meets your needs and interests:

- **CONFIDENTIALITY AGREEMENT**
Allows us to share confidential information with you regarding the businesses that interest you.
- **BUYER PROFILE**
Helps us understand your background, interests, and needs, so you purchase the right business for you to be successful.
- **FINANCIAL STATEMENT**
Gathers your financial information, so you purchase a business you can afford and meet the qualifications of lenders, landlords, and franchises (if applicable).

Once complete, make sure to digitally or personally sign each form before sending it over.

You can save and email (as a PDF or JPG) or fax it over to any of our offices. To use the email button, you need to have an email account set up with your desktop email application. For Gmail, Yahoo, and Hotmail accounts, set it up with the following server names and ports:

GMAIL

<u>Incoming Server POP3</u> : pop.gmail.com	<u>Port</u> : 995	SSL Enabled
<u>Outgoing Server SMTP</u> : smtp.gmail.com	<u>Port</u> : 465	SSL Enabled (authentication required)

YAHOO

<u>Incoming Server POP3</u> : pop.mail.yahoo.com	<u>Port</u> : 995	SSL Enabled
<u>Outgoing Server SMTP</u> : smtp.mail.yahoo.com	<u>Port</u> : 465	SSL Enabled (authentication required)

HOTMAIL

<u>Incoming Server POP3</u> : pop3.live.com	<u>Port</u> : 995	SSL Enabled
<u>Outgoing Server SMTP</u> : smtp.live.com	<u>Port</u> : 587	SSL Enabled (authentication required)

If you have any questions or concerns about the Buyers Package or the Sale Process please feel free to contact us. Thanks again for choosing Horizon Business Brokers, LLC. We look forward to working with you!

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CONFIDENTIALITY/NON DISCLOSURE AGREEMENT

***Please email or fax to the listing broker if you do not currently have an agreement signed with one of our brokers.
Both e-signatures and written signatures are accepted.**

The undersigned acknowledges that the name of the Seller(s) (the "Seller", the "Owner") and certain confidential information, records, financial records, studies, and trade secrets and/or trade practices of Seller and the Business(es) (the "Business") listed below, will be revealed to the "Buyer". The Buyer also understands and acknowledges that Horizon Business Brokers, LLC ("Broker", "Horizon Business Brokers, LLC") has an agreement with the Seller and has been retained by the Seller(s) to sell the below listed Business and/or Property.

Disclosures pertaining to the listed Business will be given in **COMPLETE CONFIDENCE** and used for the sole purpose of assessing the possible purchase of any Business shown or listed through Horizon Business Brokers, LLC.

I agree not to disclose any of the information given to me about any Business listed or shown by Horizon Business Brokers, LLC, neither directly nor indirectly, to any third party, except support people (Attorney, Accountant, Financial Advisor, etc.) who can help me in assessing and evaluating the purchase of the below listed Business. I also agree I will not use, or assist others to use, any such information for competitive trade purposes, or to circumvent Horizon Business Brokers, LLC in any transaction or contact with the Owner of the Business.

Material and information about the Business is provided by the Owner and is believed to be accurate for the purpose of evaluating the possible purchase of the Business. Horizon Business Brokers, LLC does not guarantee the accuracy of any information disclosed or secured from the Seller and in no way will Horizon Business Brokers, LLC or its Brokers warrant any assumptions as true and correct. I further understand that it is the responsibility of the Buyer to verify material and information during a due diligence process prior to the closing of the sale of the Business. In the event I decide not to purchase the business, I understand it is the sole responsibility of the undersigned to return all documentation, financial or otherwise that was provided to me and used to assess the business to the broker within 72 hours of that decision.

I agree NOT TO CONTACT the Owner of the Business directly or indirectly through a third party and understand that all negotiations, inquiries, investigations, purchase offers and/or letters of intent MUST BE MADE THROUGH THE BROKER.

It is understood that this Agreement applies to any and all information supplied by Horizon Business Brokers, LLC both verbally and/or in writing. I further understand that neither the Seller, the Business, its officers, directors, nor Horizon Business Brokers, LLC shall have any liability as a result of furnishing me the material included in and with this Confidentiality Agreement.

I fully understand that any breach of this Confidentiality Agreement will be harmful to Broker, Horizon Business Brokers, LLC and the Seller of the Business and the Business itself.

I also agree that should I buy, lease, or come into possession or partial possession of the Business within 36 months from the Buyers signature dated below, I will protect Horizon Business Brokers, LLC right to fee under Horizon Business Brokers, LLC Listing Agreement with the Seller. I understand that if I interfere in any way with Horizon Business Brokers, LLC contractual right to fees from the Seller by circumventing Horizon Business Brokers, LLC to directly or indirectly purchase the business of which Horizon Business Brokers, LLC was the procuring cause, I will be personally liable for payment of that fee. It is agreed, however, that if I make the purchase of the Business through Horizon Business Brokers, LLC, I am not liable for a fee.

If I breach this agreement or a ratified contract for the purchase of a business for which Horizon Business Brokers, LLC was the procuring cause, then I hereby agree to pay Horizon Business Brokers, LLC the full commission amount due to Horizon Business Brokers, LLC under the Listing Agreement between Horizon Business Brokers, LLC and the Seller of the Business.

Horizon Business Brokers, LLC will hereby keep all information the buyer provides confidential and will not sell or distribute any buyer information to any third parties.

Description of Inquired Business: _____

Listing #: _____ Horizon Broker's Name: _____ Date Shown: _____

I Acknowledge I Have Read and Understood the Terms of this Agreement as Detailed Above.

First Name: _____ Last Name: _____

Street Address: _____

City _____ State _____ Zip _____

Home #: _____ Cell #: _____ Work #: _____

Fax #: _____ Email: _____

Signature: _____ **Date:** _____

**Please email or fax to the listing broker if you do not currently have an agreement signed with one of our brokers.
Both e-signatures and written signatures are accepted.*

Buyer Profile:

First Name: _____ Last Name: _____

Street Address: _____

City _____ State _____ Zip _____

Home #: _____ Cell #: _____ Work #: _____

Fax #: _____ Email: _____

We would like to know about your professional and business background as we want to be sure you will be successful running this business or any other business that may become of interest to you. It will also help determine what business industries might be the best match for you.

We also want to know what specific business interests and criteria you have to better assist you in completing the purchase of a business that you desire if you don't purchase the business(es) that you inquired about.

1. Have you ever owned a business before? Yes No If so, what type? _____

2. Do you currently own a business? Yes No If so, what type? _____

3. What is the value of your current business? _____

4. Do you own a home? Yes No

5. Do you have equity in your home? Yes No If so, approx how much? _____

6. Do you plan to use the equity in your home to purchase a business? Yes No

7. Do you have a degree? Yes No If so, what is your degree(s) in? _____

8. What is your current occupation? _____

9. What business experience do you have? (250 char. limit)

10. What management experience do you have? (250 char. limit)

11. Why are you interested in buying a business? (250 char. limit)

12. What attracted you to this business? (250 char. limit)

Buyer Profile Continued:

13. What types of businesses interest you?

1. Industry: _____ Segment: _____

2. Industry: _____ Segment: _____

14. Have you ever or would you ever consider purchasing a franchise? Yes No

15. What is the minimum yearly income you desire when purchasing a business? _____

16. How would you plan to finance this purchase? _____

17. How much do you have available and/or are comfortable to invest (liquid)? _____

18. What is your timeframe to purchase a business?

1-3 months 3-6 months 6-9 months 9-12 months 1-2 years 2 plus years

19. What is your desired area to purchase a business? *(Please list all states and counties)*

20. How many miles radius from your home would you consider purchasing a business? _____

21. Will anyone else such as a business partner or spouse be involved in this decision? Yes No

22. Have you been the subject of bankruptcy filing, assignment for benefit of creditors, or insolvency proceedings of any kind during the last five years or with an attorney consulted or advisor regarding such proceedings? Yes No

23. What is your approx Credit Score? 550 or below 550-625 625-700 700-800

24. Are you a U.S. Citizen? Yes No

25. Is there any reason why you might be denied any of the necessary licenses or permits to operate this business? Yes No

If you answered "yes" to #22 and/or #25, please give a complete explanation below.

Signature: _____ **Date:** _____

I certify that the above information is true and correct and acknowledge receipt of a copy of this profile.

PERSONAL FINANCIAL STATEMENT STRICTLY CONFIDENTIAL

**Please email or fax to the listing broker if you do not currently have an agreement signed with one of our brokers.
Both e-signatures and written signatures are accepted.*

First Name: _____ Last Name: _____

Street Address: _____

City _____ State _____ Zip _____

Home #: _____ Cell #: _____ Work #: _____

Fax #: _____ Email: _____

Assets

Cash on hand in Banks	\$
U.S. Government Securities	\$
Loans, Notes and Accounts Receivable <i>(what people owe YOU)</i>	\$
Cash Surrender of Life Insurance <i>(not death benefit amount)</i>	\$
Value of Business(es) Presently Owned	\$
Other Stocks and Bonds	\$
Real Estate Owned – Personal Residence <i>(fair market value)</i>	\$
Real Estate Owned – Investment Property <i>(fair market value)</i>	\$
Vehicles: Number Owned () <i>include the value of all</i>	\$
Other Assets:	\$

Total Assets \$ _____

Liabilities and Net Worth

Notes Payable <i>(amount YOU owe other than real estate loans)</i>	\$
Liens on Real Estate – Personal Residence <i>(amount you still owe)</i>	\$
Liens on Real Estate – Investment Property <i>(amount you still owe)</i>	\$
Vehicle Loan(s)	\$

Total Liabilities \$ _____

Total Assets – Total Liabilities = Net worth \$ _____

Sources of Income (per year)

Salary from Present Employment	\$
Dividends and Interest <i>(Income from these per year)</i>	\$
Bonuses and Commissions	\$
Real Estate Income <i>(such as Rental Income)</i>	\$
Other Income:	\$

Total Income \$ _____

The undersigned certifies that this information was provided by him/her and is true and correct.

Signature: _____ **Date:** _____