

# BUSINESS BROKERAGE

Since 1992 buyers and sellers of commercial real estate in the upstate have trusted Langston Black Real Estate to represent them. Now buyers and sellers of businesses can have the same level of trust. We are proud to announce that Langston Black is now offering Business Brokerage.



Providing Business Brokerage services adds value to the sales, leasing and property management services that Langston Black is so well known for in the upstate. We service with pride all the commercial real estate needs of the retail, office, service and industrial sectors.

## What do you need to sell a business?

- ◆ A knowledgeable business broker.
- ◆ A written description of the business, its history and current status.
- ◆ Financial documents for the past 3 years, including:
  - Profit & loss statements
  - Balance sheets
  - Tax returns
- ◆ A list of employees.
- ◆ A list of all furniture, fixtures and equipment.
- ◆ Copies of all leases.
- ◆ If real estate is included, a copy of the plat and legal description.
- ◆ Your CPA and attorney.
- ◆ An advertising and marketing plan from Mark Griffin, your Langston Black Business Broker.

## What do you need to buy a business?

- ◆ Experience in the field (or a related field) of the business you want to buy. Lenders prefer experienced people; it's more difficult to get a loan if you're inexperienced, and usually requires more upfront cash and more collateral.
- ◆ An up-to-date, complete personal financial statement with supporting documentation.
- ◆ Copies of your personal tax returns for the last three years.
- ◆ An up-to-date, professional resume.
- ◆ A Buyer Profile prepared by a qualified Business Broker
- ◆ A Business Broker knowledgeable in obtaining proper market value of a business
- ◆ Knowledge of the precise amount of cash on hand for down payment and working capital.
- ◆ A timetable for accomplishing your business ownership goal.

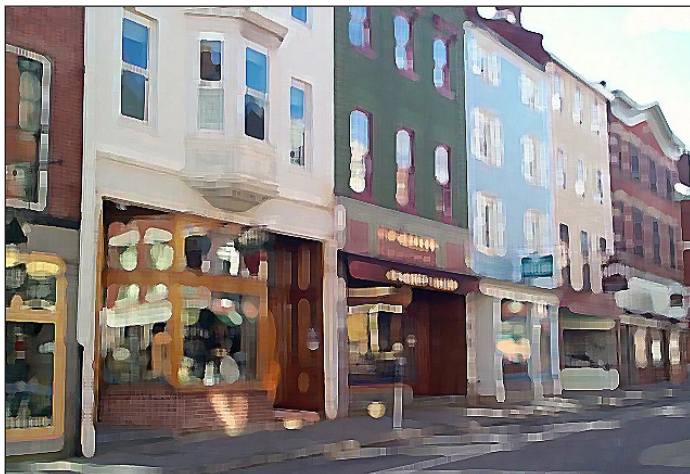
## BUSINESS BROKERAGE SERVICES

### Buying or Selling a Business

- ◆ Determine fair market value of businesses
- ◆ Continuous transaction management
- ◆ Confidentiality agreements
- ◆ Work with accountants and attorneys to resolve transactional issues
- ◆ Analyze business performance and profitability
- ◆ Note to seller / earnout agreements
- ◆ Letters of intent
- ◆ Due diligence
- ◆ Assist in packaging Small Business Association (SBA) loans and securing funds to complete a transaction
- ◆ Non-compete agreements
- ◆ Cash flow analysis

### Selling a Business

- ◆ Free rule of thumb business valuation
- ◆ Prepare company profile describing history, operations and other positive attributes
- ◆ Develop asset list
- ◆ Circulated business listings amongst referral network
- ◆ Marketing through newspaper, internet and trade publications
- ◆ Review the professional and financial qualifications of buyers
- ◆ Exit Strategy Consultation
- ◆ Sell/ Leaseback arrangements



## MEET MARK GRIFFIN

Contact Mark Griffin with Langston Black if you have thought about buying or selling a business in the Upstate or other areas of the Carolinas or Georgia. Mr. Griffin provides **FREE rule of thumb valuations for business owners**. This gives business owners a general idea of value for listing their business, ability to consult with their financial planner and attorney for tax consequences, and plan an exit strategy. Mr. Griffin will also assist the business seller in creating the furniture, fixtures, and equipment list, prepare all of the documents necessary for listing the business, package the business for marketing, advertise and market the business to local and national trade associations, internet, and media publications. Mr. Griffin will also pre-qualify potential buyers and maintain strict confidentiality throughout the listing and selling process. Mr Griffin is also a real estate broker and is qualified to handle the real estate along with the business.



For business buyers, Mr. Griffin will seek out and locate businesses that match the purchaser's abilities, field of interest, and price range. Mr. Griffin will also align the purchaser with a lender and do due diligence to make sure that the business is being purchased for the right price and terms, negotiate terms on the buyer's behalf, and act as an intermediary between attorney's and CPA's. This helps to protect the buyer's interest and allows the transaction to be conducted as smoothly as possible.

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