

Exit Planning Checklist

Clarify Your Goals

Define personal and financial objectives for the exit, including retirement, new ventures, or legacy planning.

Know Your Numbers

Review financial statements, understand revenue trends, margins, and adjust for one-time expenses to calculate true EBITDA.

Get a Business Valuation

Engage an expert to assess market value and set realistic expectations.

Clean Up Your Financials

Ensure accurate, transparent records to instill buyer confidence and streamline due diligence.

Strengthen Operations

Document processes, secure key employees, and reduce owner dependency.

Review Legal Structure & Contracts

Check entity structure, client contracts, and supplier agreements for potential deal roadblocks.

Minimize Risks

Address customer concentration, overdue receivables, and any compliance or legal risks.

Plan for Taxes & Wealth Transfer

Consult a tax advisor early to optimize after-tax proceeds.

Confidential Marketing Strategy

Work with a trusted advisor to confidentially approach vetted buyers while protecting sensitive information.

Prepare for Due Diligence

Anticipate requests for financial, legal, and operational data and organize files in advance.



Communicate Your Timeline

Decide whether you want a quick sale, phased transition, or earn-out and share with your advisor.

Choose Your Advisor

Select an experienced M&A advisor to guide negotiations, handle buyer communication, and maximize value.