

Stage Your Business Checklist

- Keep normal operating hours. There may be a tendency to “let your guard down” when you put your business up for sale. However, it's important that prospective buyers see your business at its best.
- Repair signs, replace outside lights, etc. You don't want your business to look as if it has been neglected.
- Ensure the outside is clean, and the landscaping looks good
- Spruce the inside by cleaning, painting, flooring, etc....
- Maintain inventory at a constant level. If you let your inventory slide, your business will look neglected.
- Remove items that are not included in the sale or unnecessary items, especially if inoperative.
- Repair non-operating equipment or remove from premises, if you're not using them
- Make sure employees are professionally dressed per your policy & procedures