

1. Beginning with the “end in mind”, what do you envision the future in 5 years looks like:

- a) Who owns the stock in the company?

- b) What are the key goals that you are looking to accomplish with this transition?

- c) What role will you have? How will you be involved with the company?

- d) What individuals will be in key management positions?

- e) What concerns do you have for the company to be as successful as it is today?

- f) Are there trends in your industry that will require major changes in your business over the next 5 years?

- g) What governance will be in place to assure the company is properly managed and advised?

- h) What will consume your time 5 years from now?

2. Concerning your current employees that will be impacted by the change in ownership:

- a) Are there family members of current or future owners involved in the company – and if so, how will they be impacted by the change in ownership?

- b) What impact will the change in ownership have on the company’s culture and the manner in which it handles employee compensation and benefits?

- c) What opportunities or negative impact will the change in ownership have on employee's jobs, career paths, future opportunities?

3. Change in ownership has an impact on many stakeholders. How will this change impact:

a) Major customers:

b) Major vendors:

c) Important referral sources:

d) Service providers/Advisors:

4. Do you have your "house in order" for a major change in ownership?

a) Personal Financial Plan

b) Estate Planning (will, asset allocations, etc.)

c) Tax Planning

d) Insurance Planning

5. Key issues not noted above, but critical to have as part of opening discussions: