

# BUSINESS TRANSFER INSTRUCTION SHEET

## 1. Client and Delivery Instructions

Date Required By: \_\_\_\_\_

<b>TO:</b> MELLOR OLSSON Lawyers 80 King William Street Adelaide SA 5000  Ph: 8414 3521    Fax: 8414 3455 Att: _____	<b>FROM:</b> _____ Delivery _____ Address _____ _____ Ph: _____    Fax: _____ Att: _____
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### COMPLETE RELEVANT DETAILS ONLY

## 2. Client Details

2.1 Name of Client: _____	
2.2 Address of Client: _____	P/C _____

## 3. Vendor

3.1 Name: _____	A.C.N. _____	
3.2 Address: _____	P/C _____	
3.3 Solicitor/Broker: _____	Phone: _____	Fax: _____
3.4 Accountant: _____	Phone: _____	Fax: _____

## 4. Purchaser

4.1 Name: _____	A.C.N. _____	
4.2 Address: _____	P/C _____	
4.3 Solicitor/Broker: _____	Phone: _____	Fax: _____
4.4 Accountant: _____	Phone: _____	Fax: _____

## 5. Business

5.1 Business Name: _____	Reg'n No. _____	
5.2 Description of Business: _____		
5.3 Premises: _____	P/C _____	
5.4 Landlord: _____	A.C.N. _____	
Contact Name: _____	Phone: _____	Fax: _____

## 6. Assets & Purchase Price

6.1 Plant & Equipment (attach list)	\$ _____
6.2 Goodwill / Business Name	\$ _____
6.3 Lease / Licence / Franchise (if applicable)	\$ _____
6.4 Other (List)	\$ _____
<b>PURCHASE PRICE</b>	
PLUS Stock as agreed or at Valuation	
\$ _____ (est)	
6.5 Settlement Date: ___/___/___	Place: <input type="checkbox"/> Premises <input type="checkbox"/> Bonnins <input type="checkbox"/> Other _____
6.6 Terms: \$ _____ at settlement	
	\$ _____ within _____ months
Plus Stock <input type="checkbox"/> at Settlement or <input type="checkbox"/> within _____ days of valuation.	

7. **Adjustment** (Provide Particulars)

7.1	<input type="checkbox"/>	Employees - Provide Full Names and Entitlements
7.2	<input type="checkbox"/>	Debtors/Creditors
7.3	<input type="checkbox"/>	Prepayments
	- <input type="checkbox"/>	Rent Rates & Taxes
	- <input type="checkbox"/>	Yellow Pages, Licence Fees, _____

8. **Restraint of Trade Clause**  Yes  No

8.1	Term	<input type="checkbox"/> 5 years	<input type="checkbox"/> 3 years	<input type="checkbox"/> 1 years	<input type="checkbox"/> All or	<input type="checkbox"/> Other _____
8.2	Area	<input type="checkbox"/> South Australia	<input type="checkbox"/> Adelaide	<input type="checkbox"/> _____ km of Premises	<input type="checkbox"/> Other _	
8.3	Exclusions:	_____				

9. **Conditions Precedent**

9.1	<input type="checkbox"/>	Landlord Consent:
	<input type="checkbox"/>	Assignment <input type="checkbox"/> Further Extension __ years <input type="checkbox"/> New Lease <input type="checkbox"/> Terms __ years + ____
	<input type="checkbox"/>	Rent \$ _____ <input type="checkbox"/> Rent Review <input type="checkbox"/> CPI <input type="checkbox"/> Market <input type="checkbox"/> ____ % <input type="checkbox"/> Other _____
9.2	<input type="checkbox"/>	Finance: <input type="checkbox"/> Vendor <input type="checkbox"/> Lender: _____
		Terms _____% _____ Years Repayable: _____
		Security: _____
9.3	<input type="checkbox"/>	Leased Equipment: Financier: _____
9.4	<input type="checkbox"/>	Grant of Franchise: Terms: _____
9.5	<input type="checkbox"/>	Other: _____
9.6	Date of Satisfaction:	<input type="checkbox"/> Settlement <input type="checkbox"/> ____/____/____

10. **Warranties**

10.1	Small Business (< \$200,000) :	Form 2 <input type="checkbox"/> Disclosure by Vendor
		Form 3 <input type="checkbox"/> Waiver by Purchaser
10.2	Financial Statements to be provided?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.3	General:	<input type="checkbox"/> Nil <input type="checkbox"/> Limited <input type="checkbox"/> Extensive
10.4	Specific:	_____

11. **Special Terms & Conditions**

_____
_____
_____
_____