

|   | YES   | NO    | WILL DO BY |
|---|-------|-------|------------|
| This is one of many resources found at <a href="http://www.MergerMentor.com">www.MergerMentor.com</a> ...check it out today!  |       |       |            |
| 1. Do You Have Written Goals for:<br>Your Business?<br>Your Personal Life?<br>Your Family?  | _____ | _____ | _____      |
| 2. Have You Done an Internal Audit of Your Company, SWOT, Organizational Charts?  | _____ | _____ | _____      |
| 3. Do You Have a Recent Will, Key Man Insurance, Buy-Sell Agreement, Power of Attorney, Estate Trust?   | _____ | _____ | _____      |
| 4. Have You Done a Business Appraisal? <i>(This is the equivalent of a key diagnostic test before an operation.)</i>  | _____ | _____ | _____      |
| 5. Have You Decided Whether To Transfer Your Business:<br>Internally: family, partner, employees?<br>Externally: to an outside party <i>(individual, private equity group, private company, public corporation)</i> ? | _____ | _____ | _____      |
| 6. Are You Aware of the Advantages and Risks of Your Ownership Transition Choice?   | _____ | _____ | _____      |
| 7. Have You Established a Departure Date? <i>(2 years...5 years...10 years)</i>   | _____ | _____ | _____      |
| 8. Have You Planned for Uncle Sam – <b>Our Unwanted Partner</b> – To Eliminate, Reduce, or Postpone Taxes?  | _____ | _____ | _____      |
| 9. Have You Calculated the <u>After Tax Dollars</u> Needed & Identified the Sources of Funds Once You've Moved On?  | _____ | _____ | _____      |
| 10. Do You Have a Contingency Plan for the Dismal D'S: Death, Divorce, Disability?  | _____ | _____ | _____      |
| 11. Have You Discussed These Issues with Your Spouse, Family, Partner?  | _____ | _____ | _____      |
| 12. Isn't It Time To Take Action to Develop and Execute Your Ownership Transition Plan?   | _____ | _____ | _____      |

- First Step: Audit and Analyze Where You Are.
- Second Step: Establish Written Transition Goals. (Only 5% Do)
- Third Step: Establish and Execute Plan to Achieve Goals. (Only 1% Do)
- Moving Step: Realize Goals.

Management Services & Development, Ltd.  
RD# 6 Box 22 \* Punxsutawney, PA 15767