PHASE 1: VALUATION

PRACTICE
SALES ADVISORS®

Your Trusted Veterinary Broker.

PRACTICE VALUATION CHECKLIST

Requested items can be emailed, mailed to our office, faxed, or uploaded to our portal.

FINANCIALS

- ☐ 2021, 2022, & 2023 (*when available*) Business Tax Returns
- ☐ 2021, 2022, & 2023 (*when available*) W2s/1099s for ***doctors only*** (*associates/relief vets*)
  - ☐ *No additional doctors other than Owner.*
- ☐ 2020, 2021, & 2022 Profit & Loss Statements
- ☐ Year-to-Date Profit & Loss Statement
- ☐ 2023 Balance Sheet

PRACTICE REPORTS

- ☐ 2023 Practice Report

  **Names of Reports: Avimark Software = Period Totals Report; Cornerstone Software = Yearly Sales Summary; Clientrax = Provider Summary; VTech = Summary Report; DVMax = Average Invoices by Doctor Report; Intravet = Practice Summary Report*
- ☐ Inventory Report
  - ☐ *None available. Please provide an estimate on the questionnaire that follows.*

REAL ESTATE INFORMATION

- ☐ Copy of Recent Real Estate Appraisal or Facility Lease Agreement
  - ☐ *None available. If there is no recent real estate appraisal obtained, please provide an estimate of real estate value on questionnaire provided.*

PSA DOCUMENTS

- ☐ Completed Valuation Questionnaire (*attached*)
  - ☐ *Non available. If there is no recent real estate appraisal obtained, please provide an estimate of real estate value on questionnaire provided.*

FEES

- ☐ Remittance of Payment for Valuation Service Provided - $3,500 (***select payment option***)
  - ☐ **Mail Check** - 301 Plantation Chase, St. Simons Island, GA 31522
  - ☐ **Credit/Debit** - Invoice and payment link will be emailed to you.
  - ☐ **Wire Fee** - Invoice & wire instructions will be emailed to you.

PRACTICE VALUATION QUESTIONNAIRE

☐Valuation ☐Selling ☐Buying

1. INTRO

Practice Name: ____

Website: ____________________ Owner(s): ____________________________________

Preferred Contact Method: ☐ Email: ____________________ ☐ Call: ______________________

Private Mailing Address: ____

Whom may we thank for referring you? ☐Google ☐Colleague ☐Conference ☐Magazine

☐Personal Referral; ____

2. PRACTICE INFORMATION

Estimate of the value of on hand inventory (drugs/supplies): $ ________________

% of non-doctor produced sales; Boarding _______% Grooming _______% OTC _______%

Is practice 100% small animal? ☐Yes ☐No; Small_____% Large_____% Exotics_____% Other____%

Office Hours: M_______ T_______ W_______ Tr_______ F_______ S_______ Su_______

Dr. Hours: ☐ Same M_______ T_______ W_______ Tr_______ F_______ S_______ Su_______

Full-Time Doctors: _______ # Part-Time Doctors: _______ After-hour emergencies? ☐ Yes ☐ No

If not, where are emergencies referred? ____

3. REAL ESTATE INFORMATION

Address ____ Square Footage ____________

Real Estate Owners ____

Property Taxes $______________ Paid by: ☐Included in Rent ☐ Practice ☐Separate Entity

3.a. If Real Estate is <u>OWNED</u>: Estimated Value: $ ________________________

Is Real Estate held in a separate entity? ☐No ☐Yes; ______________________________

Does owner plan to sell or lease the real estate? ☐ Sell ☐ Lease ☐ Open to both options ☐ n/a

3.b. If Real Estate is <u>LEASED</u>: Current Monthly Lease: $ ________________________

Landlord's Contact Info: ____

Lease Termination Date: ________________________ Option to Renew? ☐ Yes ☐ No

4. OWNER INFO

Does owner own other practices? ☐No ☐Yes; ______________________________

Is owner willing to stay on staff following the sale? ☐No ☐Yes; How long? ____________________

What owner-related expenses are paid by the practice? ☐Insurance ☐Retirement ☐Cellphone ☐Auto ☐ __________

Owner's Signature: ______________________________________ Date: ______________

Where do I send the completed questionnaire and required documents?

You have four options to send in requested items:
1.) **Email**: Hello@psavet.com
2.) **Fax**: 912-226-3099
3.) **Mail**: 301 Plantation Chase, St. Simons Island, GA 31522
4.) **Upload**: Use our secure client portal (scan QR code in upper right corner)

Do I have to send everything at once?

No. Feel free to submit whatever you currently have while you continue collecting additional items. We establish a personal file for you right from the start and securely store everything you submit.

Can someone else send in the information on my behalf?

Yes. You have the flexibility to designate anyone you trust for this task. We can work directly with your accountant, office manager, spouse, etc. Either send an email introduction or pass along the contact information of the person who will be responsible for handling requests.

How long does the valuation process take?

Typically 3 weeks. Depending on the availability of the items needed on the checklist & recordkeeping, the process can vary depending on specifics.

What is expected next?

Upon receiving the necessary items, we promptly initiate the financial analysis for your valuation. After inputting all the information, **we will reach out to you with feedback** and may seek additional insights in certain areas to ensure a comprehensive conclusion.

I'm not familiar with some of the items needed & don't know where to begin.

That's okay. Our team will be happy to arrange a time to guide you through the checklist, providing assistance for better comprehension. We recognize that the initial steps can be overwhelming, and we're here to lighten the load by offering clear directions and support.

REBECCA ROBINSON DAVIS, CBI

OWNER | PRINCIPAL BROKER

Rebecca is an accomplished and effective practice broker. Her business conglomeration experience began in 2004 and expanded her already diverse set of skills encompassing the complexities of the brokerage business. She is currently a licensed broker in twenty-two states.

For Rebecca, commitment to her clients is paramount. She has acted as a liaison for scores of transactions via valuation analysis, mergers and acquisitions. In every case, she personally identifies and addresses key issues, working diligently to get the most for each individual client, with a thorough understanding of the unique, emotional and complex process of buying and selling a business. Her goal is to provide the highest level of service and professionalism to each of her clients.

Rebecca is the Principal Broker of Practice Sales Advisors on St. Simons Island, Georgia. If Rebecca is away from the office, she's on the road enthusiastically advertising, developing and implementing marketing strategies, or attending trade shows and conventions networking with potential buyers and sellers. Rebecca is passionate about her career and about helping each individual entrepreneur with the largest transaction of their professional lives.

Honored to have served as Ms. Georgia United States 2014/2015. Rebecca was named 2017 Community Volunteer of the year and is always eager to give back. Rebecca is married to her dream "Hallmark" hubby which added two sweet girls to her life. They are also excited to have officially adopted adorable 6-year-old twins in February 2020. She loves living on the beautiful island they call home & enjoys traveling abroad in her spare time.

REBECCA'S CREDENTIALS: RACE CE CERTIFIED | HARVARD LAW SCHOOL EXECUTIVE EDUCATION PROGRAM | NATIONAL ASSOCIATION OF CERTIFIED VALUATORS & ANALYSTS | NAR CERTIFIED SELLER REPRESENTATIVE SPECIALIST | "40 UNDER FORTY "NATIONAL HONOREE | DESIGNATED CBI-CERTIFIED BUSINESS INTERMEDIARY | DESIGNATED CNE-CERTIFIED NEGOTIATION EXPERT | MEMBER OF VET PARTNERS | MEMBER OF THE NEGOTIATION PROGRAM AT HARVARD LAW SCHOOL | MEMBER OF THE INTERNATIONAL BUSINESS BROKERS ASSOCIATION (IBBA) | FORMER STATE REGISTERED REAL PROPERTY APPRAISER

Licensed Broker in Georgia | Licensed Broker in Tennessee| Licensed Broker in North Carolina | Licensed Broker in South Carolina | Licensed Broker in Florida | Licensed Broker in Mississippi | Licensed Broker in Louisiana | Licensed Broker in New Mexico | Licensed Broker in New York | Licensed Broker in Arkansas | Licensed Broker in Nebraska | Licensed Broker in Massachusetts | Licensed Broker in Connecticut | Licensed Broker in Pennsylvania | Licensed Broker in Maryland | Licensed Broker in Oregon | Licensed Broker in Utah | Licensed Broker in Washington | Licensed Broker in Oklahoma | Licensed Broker in Iowa | Licensed Broker in North Dakota | | Licensed Broker in Rhode Island | Affiliate Broker in California | Affiliate Broker in Texas | Affiliate Broker in Alabama | Affiliate Broker in Arizona | Affiliate Broker in Colorado | Affiliate Broker in New Jersey

ALEAH DAVIS
MARKETING & OPERATIONS DIRECTOR

Aleah is a native resident to the beautiful area of Southeast Georgia, otherwise known as The Golden Isles. She received her Bachelor's degree in Business Administration with a minor in Public Management from the College of Coastal Georgia in 2017.

Throughout her college career, she found her passion for strategic marketing and creative content development. Prior to her position at Practice Sales Advisors, she made full use of her social media expertise for marketing and also assisted in buying merchandise while attending trade shows for a growing boutique.

At Practice Sales Advisors, Aleah strives to give clients the best possible exposure by utilizing various platforms and custom marketing tactics to ensure effective marketing delivery. Aside from her marketing role, she enjoys building personal relationships with clients and other industry professionals through communication and by attending various veterinary conferences.

In her spare time, you will find Aleah spending time with her family and friends, volunteering at her church, painting, and taking her dog, Sanford, to the dog park.

LICENSED GEORGIA SALESPERSON

BACHELOR OF BUSINESS ADMINISTRATION & MINOR IN PUBLIC AFFAIRS, COLLEGE OF COASTAL GEORGIA

GOOGLE ANALYTICS CERTUFIED