

## Non-Disclosure Agreement (NDA) Sample

[DATE]

[NAME]

[COMPANY]

[ADDRESS]

### STRICTLY PRIVATE & CONFIDENTIAL

Dear [NAME]

#### **[COMPANY DESCRIPTION] ("the Company")**

In consideration of our disclosing to you the name of and any other information of a confidential nature concerning the Company (the "Information") you undertake both to us and to the Company that you will:

- i) Keep confidential all Information supplied to you, return it on written request by us, and take such precautions as are necessary to maintain its confidential status.
- ii) Use and apply the Information solely for the purpose of an evaluation of the Company with a view to the acquisition of the Company or the business of the Company.

- iii) Not at any time disclose or otherwise make available to any third party any of the Information other than:
- to those of your officers or employees who are required by you in the course of (and solely for the purpose of) such evaluation to receive and consider the information (and you agree that any such disclosure is on the basis that such officers and employees are made aware and accept the strict application of this undertaking); and
  - to your professional advisors (as may be notified to us) and you agree that any such disclosure to them is on the basis that they and their staff are made aware of and accept the strict application of this undertaking.
- iv) Your obligation under the above paragraphs shall not apply to any Information:
- which is public knowledge at the date of disclosure to you by us or subsequently has become public knowledge through no act or failure to act on your part;
  - which is known to you at the date of disclosure as evidenced by your written records; or
  - which is required to be disclosed by law, a rule of a stock exchange on which your shares are listed or traded, or a governmental authority or other authority with relevant powers.
- v) You will act in this matter as principal, not as agent or broker for any other person.
- vi) [For a period of 12 months from the date of this undertaking, you will not, and will procure that any company which is an associated company of your company will not, employ or offer to employ any person who is at the date of this letter a director of the Company or employed by the Company in a senior management position. The placing

of an advertisement for a post available to a member of the public generally or the recruitment of a person by that means or through an employment agency shall not constitute a breach of your obligations.]

- vii) In addition, you will undertake not to make direct contact with the Company, its customers or its suppliers without our prior written consent, other than in the ordinary course of your business, and indemnify us and the Company against any losses damages or expenses arising out of a breach of this undertaking.

This undertaking is governed by, and should be construed in accordance with, English Law.

Yours sincerely

**[BROKER CONTACT]**

I agree to be bound by this agreement.

For and on behalf of:

**[COMPANY**

**NAME]**

## Sell Your Business – Online Offerings

Save time, reduce stress, and increase your ability to maximise your business sale value today. Review our offerings and save money by purchasing one of our Collections. Purchase them securely from our online store now: <http://www.SellYourBusiness.biz/store>

### 'Preparation for Sale' Individual Offerings



The ebook **“How To Sell A Business: The UK’s #1 guide to maximising your company value and achieving a quick business sale”** will help you to get the highest pay-out, ensure a quick and smooth sale process, demystify the sale process, handle the emotional journey, and much more.



The **“Calculate Your Walkaway Price Pack”** is a step-by-step workbook that will enable you to calculate your minimum cash reward for selling your business. The workbook will help you with costings, valuation options and instructions on how to agree on the minimum pay-out required.



**“The Seller’s Professional Advisors Beauty Parade Pack”** will help you find, interview and select the various professionals that will make up your final business sale success team. The pack will help you step-by-step with checklists, templates and lists of questions to ask so that no stone remains unturned!



The **“Contracts Summary Template”** is an Excel spreadsheet that will help you to record all your client contract information in one place. Use this timesaving template to organise your contracts, revenue and take action accordingly. Eliminate expirations, instigate renewals & monitor contracts.

**MONTHLY  
MANAGEMENT  
INFORMATION  
REPORT  
TEMPLATE**

The **“Monthly Management Information Report Template”** is an Excel spreadsheet that will allow you to easily organise your business’ mission critical figures. Once populated, it will enable you to provide historical records of the business’s progress helping you better plan and forecast.

## Sell Your Business – More Online Offerings

Increase your ability to maximise your business sale value today in addition to saving time and reducing stress. Review our offerings and save money by purchasing one of our Collections. Purchase them securely from our online store now: <http://www.SellYourBusiness.biz/store>

### 'The Sale Journey' Individual Offerings

#### CREATING THE DATA ROOM PACK

The **“Creating The Data Room Pack”** is for you if you want to make your life easier. To avoid running your company *and* frantically preparing all the data necessary for the buyers due diligence requests, be proactive and prepare get your data room set up now! Included is core information and file structure.

#### PREPARING FOR DUE DILIGENCE CHECKLIST PACK

The **“Preparing For Due Diligence Checklist Pack”** comes after you set up your data room and provides you with the core documents, questions, requirements that will be requested. Be proactive and get this out of the way now rather than later.

#### DUE DILIGENCE QUESTIONS CHECKLIST PACK 1

The **“Due Diligence Questions Pack 1”** is similar to doing a practice run before an exam. The 250 questions will help you to be prepared for the requests that will be made by potential buyers during due diligence. Free up time to allow you and your business sale team to focus on the negotiations and keeping the business value up.

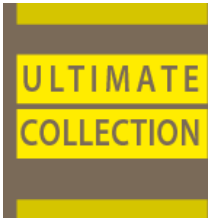
#### DUE DILIGENCE QUESTIONS CHECKLIST PACK 2

The **“Due Diligence Questions Pack 2”** offers 250 *more* questions that might be asked during the due diligence stage. If you want to cross every 't' and dot every 'i' this offering will help you do so! Proactively use your time now wisely - the more you prepare now the easier the process will flow.

#### THE SELLER'S COMPLETION DAY CHECKLIST PACK

**“The Seller's Completion Day Checklist Pack”** will help you to prepare yourself mentally and physically for Completion Day. If you want to reduce your stress levels, remove unknowns, prepare a negotiation strategy, and increase your chances for a successful completion get this pack now.

## Money Saving Collections



The **'Ultimate Collection'** consists of all offerings – eBook, Templates, and Packs – everything! It will provide you with everything needed to help you prepare, increase your company value, help you avoid problem areas, save time and money and ensure your business sale process is as smooth and successful as possible.



The **'Everything But The Book Collection'** is exactly what it says! Consider this money-saving offering if you already have the book and want to take advantage of all the templates, checklists and packs.

Purchase any of our items securely from our online store now: <http://www.SellYourBusiness.biz>

## Sell Your Business – Other Offerings

Please make sure to sign up to our weekly newsletter that will notify you of our recently published articles. Each week we send out information for people thinking of selling, preparing to sell and going through the sale process. Sign up here: <http://www.SellYourBusiness.biz/broadcast/>

Also check out our freebie section where we have the a number of samples including: Information Memorandum table of contents, Business Sale Non-Disclosure Agreement, Teaser letter, Data room structure sample: <http://www.SellYourBusiness.biz/resources/free-document-samples/>



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