Broker First Call Preparation Checklist

Forhemit dual-track ESOP intake: concise prep list for brokers and owners before the first call.

Prepared by Forhemit | Confidential working checklist

How to use this

Complete what you can before the first call. Unknown items are fine; we use the call to close gaps quickly and determine fit.

Business Snapshot

- [ ] Company name, state, and legal entity (S-Corp / C-Corp).
- [ ] Approximate revenue and EBITDA (or net income) for the last 2 years.
- [ ] Current asking range and latest stage of your buyer process.
- [ ] Any known concentration risk (customer, supplier, owner dependence).

Ownership and Team

- [ ] Current cap table summary (who owns what today).
- [ ] Seller transition posture (full exit, phased transition, or advisory role).
- [ ] Approximate full-time employee count and leadership bench.
- [ ] Who can represent finance/operations on follow-up calls (owner, CFO, controller).

Financial and Process Readiness

- [ ] Most recent P&L and balance sheet (high-level is fine for first call).
- [ ] Debt summary (existing notes, LOCs, SBA obligations if any).
- [ ] Status of quality of earnings work or data room materials.
- [ ] Timeline constraints (LOI windows, exclusivity periods, seller deadlines).

Broker Coordination

- [ ] Broker of record and NDA path (existing NDA or tri-party intro path).
- [ ] Preferred communication cadence (weekly checkpoint vs milestone-only updates).
- [ ] How you want private buyer process updates coordinated with the ESOP track.
- [ ] Decision-maker for go/no-go after the first qualification call.

First call output target

By call end, we should have a clear go / no-go on dual-track fit, a list of missing diligence items, and the owner + broker next-step timeline.