



Information for a valuation and sale of your practice

While this may seem a lot, it is needed to do your valuation and will assist with the sales process when your buyer does their Due Diligence, so complete as much as you can.

- The practice summary details can be filled in online at: <https://www.lanz.dental/practice-sales/sellers/practice-summary/>
- Financial Statements (or Management accounts) for the past financial year ending 31 March, along with Financial Statements for the two previous years.
- Your most recent Management accounts or Cash Book (by month) to last month.
- Practice management system - please confirm you use Exact or equivalent software.
- Exact Report with breakdown of revenue by clinician by month for the past two years ended 31 March, and the current months of this financial year.
- Exact Report with breakdown of revenue by service code for the same periods above.
- New patient numbers for the same periods above.
- Do you use Xero, MYOB or other software? Any payroll software?
- Schedule of all employees - their roles, hours and rates of pay. Are there any family members working in the practice?
- Dentists / Hygienists – commissions paid and % or salaries paid
- Please detail all wage/salary/contract accounts used, so we can separate payments for yourself, other clinicians, hygienists, dental assistants and other support staff.
- Details of your current lease or do you own the premises? A copy of the lease would be great.
- Latest fixed asset register – for the current financial year ending 31 March and any assets bought since balance date. Does any existing equipment need replacing or is there any new equipment planned?
- How many years has the practice been in operation?
- How long have you owned the practice?
- Number of surgeries? Is there room for more surgeries?
- What days of the week is the practice open?
- How long are you and other clinicians available to work in the practice post sale?
- Is there a separate management company operating as part of the practice? If yes, please provide set of accounts for the past two years.

We also need your full name, address, phone number, and company name (if applicable), to invoice you the \$2,000 + gst to get the valuation process underway. Please forward all the above documentation to Bruce McCormick at bruce@lanz.dental

Please contact **Bruce** or **Lindsay** if you have any questions.