



LANTERI

PARTNERS GROUP

Business Analysis Form

Thank you for taking the time to help us understand you and your financial situation. The aim of this form is to collect enough information to enable us to understand how we can best assist you with your finances.

We appreciate the information is sensitive. Please understand that your information will be treated as private and confidential by Lanteri Partners and we will not share your information with any third party unless previously agreed by you.

In our experience the form takes around 30 minutes to complete.

We recommend that you collect the following before starting:

- Business Plan
- Balance Sheet (Last 3 years)
- Profit and Loss Statement (Last 3 years)
- Sales/Expense statements
- Property mortgage details, if any
- Share portfolio statement, if any
- Any other loan documents
- Depreciation schedule
- Staffing numbers

Please feel free to contact Tony on 03 9650 3722 if you need any assistance.

Personal and contact details

Personal details

First Name		Surname	
Please tell us a bit about your employment / business history			

Contact details

Business Phone:
Mobile Phone:
Email Address:

Addresses

Home address		
Address 1:		
Address 2:		
City:	State:	Postcode:
Business address		
Address 1:		
Address 2:		
City:	State:	Postcode:
Business postal address		As above
Address 1:		
Address 2:		
City:	State:	Postcode:

Business Fundamentals

Fundamentals

Business trading name:

In what industry do you operate?

How many staff do you employ?

Estimated value of business?

Products and services

Describe the products and/or services that you offer

Competitors

Describe your key competitors, and competitive forces you face

Business Ownership

Business history

Did you establish or purchase the business?	
Date established:	Structure:
Date purchased:	Purchase price: \$

Ownership structure

Name	Annual salary	Ownership %
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%

Exit Strategy

Current age:	Desired retirement age:
Do you have an exit strategy?	What is your exit timeframe?
Have you identified a successor?	
Do you have a financial strategy post succession?	
Please explain your existing exit strategy (if applicable)	

Objectives

Tell us about your future business and personal objectives

	Business	Personal
Next 12 months		
2-5 years		
5-10 years		

SWOT

Tell us about your strengths, weaknesses, opportunities and threats

Strength	
Weakness	
Opportunity	
Threats	

Bank Finance

Credit Cards

	1	2	3
Lender			
Credit limit			
Current balance			
Interest rate			
Additional comments on credit cards:			

Loans

	1	2	3
Lender			
Facility available			
Draw down			
Interest rate			
Fixed / variable			
Repayment			
Security			
Additional comments on loans:			

Trade Finance

Debtors

Number of customers:	Average bad debt per annum: \$
Number of major customers:	
Terms of trade with minor customers: days	
Terms of trade with major customers: days	
Have there been any significant disputes with customers? (If so, please describe.)	
Are there any outstanding quotes or tenders? (If so, please describe.)	

Creditors

Number of key suppliers:	Number of minor suppliers:
Terms of trade with key suppliers:	days
Average period outstanding:	days
Have there been any significant disputes with suppliers? (If so, please describe.)	

Issues

Are there any other issues facing your business?

For example, consider: profitability, competition, staffing, economy, cash flow, marketing, compliance, environmental.

Area	Issue description

Attachments

Please attach your profit & loss statements and balance sheets

	Current Year	Prior Year	2 years ago
Profit and loss statement			
Balance sheet			

Please attach your business planning documents

	Business Plan	Sales & Expense Budgets	Depreciation Schedule
Planning documents			