

**SECURITY FINANCIAL SERVICES**  
**SAMPLE BUSINESS NOTE WORKSHEET**

Seller's Name Jack Adams  
Address 31 1<sup>st</sup> Street, Anytown, ST, 99999

How did Note Seller hear of you?  
Via ad in magazine

Phone (000) 555-0000 Fax (000) 555-0000

**BUSINESS INFORMATION**

**Exact** Name of Business Sam's Market  
Type of Business Convenience Store  
Asset Value Breakdown: Equipment \$ \_\_\_\_\_ Inventory \$ \_\_\_\_\_ Goodwill \$ \_\_\_\_\_  
Is operation a Franchise? No  
Street Address 61 100<sup>th</sup> St City Anywhere State ST Zip 99999  
How long in business at this location? 4 years  
Business Location is (check one) \_\_\_\_\_ Owned by Payor  Leased by Payor and expires 5 years  
Terms of any lease renewal option(s) Two 3 year options  
Is Payor a corporation? No Is the Note personally guaranteed? Yes

**BUSINESS SALE INFORMATION**

Date of Sale 11/01/02  
Selling Price 225,000  
Down Payment 78,000  
1st Lien 147,000  
2nd Lien none

**DESCRIPTION OF BUSINESS LOCATION & AREA**

Convenience store in strip shopping mall center in downtown  
Anywhere, Arizona

**PAYOR INFORMATION**

(Employment information, Payment Record, Payor SSN)  
680 FICO – plus five years experience managing a convenience store

**NOTE INFORMATION**

Date of Note 11/01/02  
Amount 147,000  
Term of Months 60  
Payment Amt 2,910.78  
Balloon Amt none  
Balloon Date none  
Interest Rate 7.0 %  
Due Date 1st Pmt 12/01/02  
# of Pmts Paid 5  
# of Pmts Left 55  
Next Pmt Due 6/01/03  
Balance 134,499.26

**MOTIVATION FOR NOTE**

(Why, How Much, When, etc.)  
Seller buying another business in nearby state.  
Needs cash for down payment and working capital

**BROKER INFORMATION**

Name Jerry Mason  
Company Broker & Co.  
Email jerry@ilovebusinessnotes.com  
Phone (000) 555-1234  
Fax (000) 55-4321  
Comments

**QUOTE TO SELLER (for SFS use only)**

Buy Total Note \_\_\_\_\_  
Buy \_\_\_\_\_ Pmts \_\_\_\_\_  
Buy \_\_\_\_\_ Pmts \_\_\_\_\_  
Date Quote Given \_\_\_\_\_  
Closing Costs Pd by \_\_\_\_\_

Seller very motivated