# Consultant PROFICIENCY RESOURCES, LLC

# **Small Business TRANSITION DOCUMENT**

A **transition** plan is a document that helps companies navigate changes such as retirement or resignation from leadership roles, structural changes within an organization, mergers with other companies, or transitions between stages of business planning.

According to Mr. House President of BizBuySell business owners must consider the below summarized to cease business operations, providing your business was formed as a sole proprietorship, it will close automatically once these steps are completed:

* **Notify contacts for all contracts assigned or assumed by buyer**
* **Notify creditors to explain how bills will be paid (by you or new buyer)**
* **Cancel business permits or licenses, assumed business names and other registrations**
* **Give cancellation notice on your lease (if it’s transferred to the new buyer)**
* **Cancel insurance policies not being assumed by new buyer**
* **Pay bills off and collect accounts receivable not being assumed by buyer**
* **…..**
* **…..**
* **….**

Other scenarios when a transition document. Bottomline, business owners must be proactive and not reactive. Thus, having an outline or a transition plan or a full transition plan is a must for all businesses.

1. Replacement of someone from your executive team
2. Established as a corporation or LLC or LLP and you desire to change direction
3. Emergency
4. Death of founder(s)
5. Unlawful activity by member of the Executive team
6. Board of Directors removal of Officer(s)
7. Disbanding of the company

Cost of devising a transition document is $400.00 without legal involvement. CPR LLC does not render legal advice, thus to solicit an attorney, the cost will be higher. Cost shared does not include the cost of legal advice.