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If you are looking for an investor or buyer for your business in Bulgaria, we are ready to consider your offer, for this we want to know more about your business in description and in numbers to make an initial general idea and own evaluation and therefore we kindly ask you to answer the following questions.

If some questions cause you difficulty due to lack of information - please write "no information". We will consider the missing questions later after signing "memorandum of intent". We also ask for any other information about your business that you think would be useful to us.

General questions

1. Business for sale or are you looking for an investor partner?
2. Details of the company - name, website, production address.
3. What approvals do you have?
4. Number of production and administrative staff.
5. Number of key employees, their specialization, probability of their termination.
6. Staff turnover, general forecast of staff loss after the sale.
7. Organizational structure of the company.
8. Business reputation of managers.
9. History of the development of the organization, the dynamics of development.
10. History of legal proceedings of the enterprise, if any.

Questions about the external environment

1. Occupied market share
2. Main competitive advantages
3. Description of business directions and production process
4. Description of types of products, characteristics and features of products.
5. Description of the main equipment, maintenance and downtime.
6. Problems encountered in the business and possible risks.
7. The company's prospects.

Sales questions

1. Target consumer segment.
2. Description of the sales system and advertising activities.
3. General state of the market, dynamics of its development, seasonality of business.
4. Degree of competition in Bulgaria and in Europe.
5. List of main competitors, who is the market leader.

6. Geography of sales, and description of logistics.
7. Description of lease contracts, leases, etc.
8. Description of suppliers and possible alternatives.
9. The largest customers, the structure and volume of their goods consumption.
10. Opportunities and risks of increasing sales.

Questions about assets

1. Assets, pictures and description.
 - owned - standing, depreciation, value.
 - Leased assets, description, condition, contract terms.
2. What encumbrances exist on the assets.
3. The balance sheet for inventories and finished goods.
4. Tax returns, tax arrears.
5. Availability and ownership of patents, etc.

On management accounting, preferably by quarter for the last 2-3 years

1. Revenue.
2. Costs, with a breakdown into fixed and variable, and:
 - Product costing and break-even points;
 - payroll and the amount of taxes on payroll.
3. Profit.
4. Obligations of the enterprise, In detail, current liabilities, as well as the amounts, terms and conditions of repayment of:
 - on credits;
 - on salaries;
 - on settlements with budgets;
 - on settlements with suppliers;
 - fines, other.
5. Accounts receivable, and in detail current debts, amounts, terms and conditions of repayment.
6. Forecast of resources required for successful business development for the year.
7. Your vision of current profitability, payback period and why you think so.
8. The cost of the business in your opinion and what method you calculate it, by payback, by investment or by any other method.

Respectfully,
Company capital owner
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