

The Business Buyer's Buy Box Worksheet

Fill This Out Before You Look at a Single Listing

CoreyParchman.com | Don't Build It — Buy It

The biggest mistake first-time buyers make is browsing listings before defining what they want. Define first. Search second.

Your Buy Box is your acquisition filter — a written set of criteria that tells you immediately whether a deal deserves your time. Fill this out completely and honestly. Then use it to evaluate every opportunity you encounter.

Name: _____ Date: _____

Section 1: Industry and Business Type

Target Industry or Sector

Examples: light manufacturing, B2B services, healthcare services, food & beverage, distribution

Industries You Will NOT Consider

Be specific — this saves you from wasting time on deals that will never excite you

Business Type Preference

Product-based, service-based, or both?

Section 2: Financial Requirements

Minimum Annual Revenue

The total top-line revenue the business must generate (e.g., \$500K, \$1M, \$3M)

Minimum Annual SDE (Seller's Discretionary Earnings)

The owner's total financial benefit — your Day 1 income. What is the minimum you need to cover your lifestyle?

Maximum Purchase Price

What is the most you are willing to pay, including any seller note or earnout?

Cash/Equity Available for Down Payment

SBA 7(a) typically requires 10–20% equity injection

Section 3: Location and Lifestyle

Geographic Preference

City, region, state — or remote/virtual only?

Are You Willing to Relocate?

Yes / No / Depends on the deal

Owner Involvement Level

Absentee / semi-passive / owner-operated / hands-on daily operations?

Section 4: Seller and Deal Structure

Seller Financing Requirements

Will you require the seller to carry a note? What % of purchase price?

SBA Financing: Yes / No / Preferred

Transition Period Needed

How long do you need the seller to stay on? (30 days, 6 months, 1 year?)

Section 5: Your Competitive Advantage

Skills and Experience You Bring

Operations, sales, finance, industry expertise, management — what do you do well?

What Would Make You Uniquely Good at Running This Business?

Section 6: Deal Disqualifiers

Automatic Disqualifiers (things that make you walk away immediately)

Examples: customer concentration >30%, pending litigation, owner-dependent operations

Ready to start sourcing deals? Book a free Discovery Call at CoreyParchman.com