



documentshop

Instructions for a Share Sale Agreement

Your details

Name

Date

Organisation

ACN/ABN

Delivery
Address

Phone

Email

Agreement details

- **Company details** – Name, ACN, registered office address (we can provide a Company search).
- **Nature of the Business** – description of business, business name, location.
- **Vendor and Purchaser** details (name, ACN, address)
- Any **guarantors?** (guarantee obligations of Purchaser)
- Which **Shares** are being sold – number and class.
- Any **encumbrances** on the Shares to be sold?
- **Purchase price:**
 - Amount and how payable?
 - Will a deposit be paid?
 - Balance on completion?
- Proposed **Completion Date?**
- **Conditions Precedent** to Completion – eg discharge of encumbrances? Finance?
- **Restraints** – Vendor restricted from engaging in a business which is similar to and in competition with the business of the Company, taking customers or employees? For what time period following Completion? Geographical area?
- **Warranties** – standard warranties will be included. Any particular matters to disclose?
- Any **guarantees** given in relation to the business that need to be released?
- Any other **special conditions?**

Logo

Would you like us to include your logo on the documents?

Yes - please e-mail to us your logo for insertion

No – we will include our logo

Acceptance of terms and conditions

By ticking this box, I/we acknowledge that I/we have read and agree to the Document Shop Pty Ltd *terms and conditions and acknowledgement* [available on our website at www.documentshop.com.au or contact us at info@documentshop.com.au and we will e-mail or post a copy to you].

Please return this order form to info@documentshop.com.au.

We will provide a quote on preparing the Share Sale Agreement and Completion documents to you before proceeding.

Your order will be processed once payment has been received.