

Private & Confidential

SUMMARY INFORMATION MEMORANDUM

Administration and Event Management for Technical Associations

Version: BMB10548.1

BuyMyBiz Ref	BMB10548
Activities	Administration and Event Management for Technical Associations
Location	Kent
Turnover	circa. £110,000+ p.a.
Operating Profit (Adjusted)	circa. £40,000 p.a.

Business Overview

BuyMyBiz is exclusively retained to find a purchaser for this small administration and event management business. For over 20 years the business has managed the day to day membership activities for small but specialist technical associations. Currently the business holds two long term contracts with two technical associations to manage all membership administration, marketing and events. There is the capacity and opportunity to increase the number of contracts and to further develop this business.

‘Long term Technical Association contracts’

The current owner works approximately 2 days per week in this business. They are supported by two employed staff, both of whom work 4 days each per week. The services provided by our client include:

- Membership Management
- New Membership Marketing
- Collection of Membership Fees
- Preparation of Association Accounts
- Arranging Seminars & Events
- Attending Association board meetings

‘Opportunity to expand client base and range of support services’

BuyMyBiz

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The Opportunity

Ideally we seek an acquirer with the experience and resources to continue with our client's high level of service. Consideration will also be given to buyers with strong market or client synergies looking for a 'bolt-on' business opportunity.

- ✓ Established 20+ years
- ✓ Two existing 'long term' clients
- ✓ Current owner works 2 days a week

- ✓ Proven membership business process
- ✓ Existing staff to remain with business
- ✓ Opportunity to grow business

The business currently operates as a sole trader; the business trade and goodwill are available to a suitable buyer. The core team that runs the business on a day-by-day basis wish to remain with the business, the vendor will also be prepared to remain involved with the business for a pre-agreed hand-over period to enable the new owners to settle in.

Reason for Sale

After running the business for over 20 years, our client is looking to retire and therefore believes the future business opportunity will be best realised in the hands of new entrepreneurial owner or larger business with the commitment, enthusiasm and resources to drive the business forward to the next level.

The Next Steps

On completion of our [non-disclosure agreement](#), qualified parties will receive further information on this business. We recommend a meeting with the vendors at the earliest opportunity to avoid disappointment.

Offers are invited for the trade and goodwill of this business

Please direct all enquiries to:

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