

## DOCUMENT #1

The Blueprint System™ - Acquisition Series

# The 30-Day Sprint: From Contact to Close

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**Most deals die from delay.** This timeline shows you exactly what to do each day to close your first acquisition in 30 days or less.

**CRITICAL:** This timeline assumes you've already identified target businesses. If not, add 10 days for prospecting (see Document #6).

## Week 1: Initial Contact & LOI

### Days 1-3: First Contact Blitz

- ☐ Send 30 direct owner emails (template in Doc #6)
- ☐ Follow up with phone calls to non-responders
- ☐ Schedule meetings with all positive responses
- ☐ Research each business that responds (revenue, employees, years in business)
- ☐ Prepare your "buyer's package" (proof of funds, experience summary)

### Days 4-5: Initial Meetings

- ☐ Conduct 3-5 owner meetings (phone or in-person)
- ☐ Use the "Seller Motivation Assessment" (Doc #9)
- ☐ Request basic financials (3 years P&L, current balance sheet)
- ☐ Identify the ONE most motivated seller
- ☐ Send thank-you email to all sellers within 2 hours

## Days 6-7: Valuation & LOI Prep

- ☐ Run quick valuation using Doc #11 framework
- ☐ Identify 3 comparable sales in the industry
- ☐ Draft Letter of Intent (LOI template in Doc #15)
- ☐ Line up financing options (SBA pre-qual, seller financing ask)
- ☐ Schedule LOI presentation meeting

**MILESTONE: LOI Submitted by Day 7**

## Week 2: Due Diligence Sprint

### Days 8-10: LOI Negotiation

- ☐ Present LOI in person (never email first)
- ☐ Handle initial objections using Doc #18 scripts

- ☐ Negotiate key terms (price, structure, timeline)
- ☐ Get signed LOI with exclusivity period
- ☐ Celebrate (you're halfway there!)

## Days 11-14: Deep Dive Due Diligence

- ☐ Review all financials with your CPA
- ☐ Verify revenue with bank statements
- ☐ Interview top 3 customers (with seller's permission)
- ☐ Interview all key employees
- ☐ Review all contracts and leases
- ☐ Inspect physical assets and inventory
- ☐ Run background check on seller

**PRO TIP:** Schedule due diligence items in advance. Book your CPA on Day 8 for Day 11. Time kills deals.

## Week 3: Final Structure & Financing

### Days 15-17: Deal Structure Finalization

- ☐ Identify any red flags from due diligence

- ☐ Adjust purchase price if needed (use Doc #22)
- ☐ Finalize financing structure
- ☐ Get SBA commitment letter (if using SBA)
- ☐ Negotiate seller financing terms
- ☐ Draft purchase agreement with attorney

## Days 18-21: Legal & Final Negotiations

- ☐ Review purchase agreement with seller
- ☐ Negotiate final terms and warranties
- ☐ Complete environmental assessment (if required)
- ☐ Finalize transition plan (Doc #28)
- ☐ Set closing date and location
- ☐ Order business insurance policies

**MILESTONE: Purchase Agreement Signed by Day 21**

## Week 4: Sprint to Close

### Days 22-25: Pre-Closing Checklist

- ☐ Final lender requirements completed

- ☐ Wire transfers scheduled
- ☐ Entity formation completed (LLC/Corp)
- ☐ Bank accounts opened
- ☐ Licenses transferred or applied for
- ☐ Final inventory count scheduled
- ☐ Key employee retention bonuses ready

## Days 26-29: Final Walk-Through

- ☐ Conduct final facility walk-through
- ☐ Verify all equipment is operational
- ☐ Confirm customer list matches records
- ☐ Review closing documents with attorney
- ☐ Prepare Day 1 announcement (employees, customers)

## Day 30: CLOSING DAY

- ☐ Final document review (2 hours)
- ☐ Sign all closing documents
- ☐ Wire funds transferred
- ☐ Keys and passwords transferred

☐ Announcement sent to employees

☐ Take team photo

☐ You're now a business owner!



**CONGRATULATIONS - DEAL CLOSED!**

## Common Timeline Killers (Avoid These)

### **Deal Killer #1: Analysis Paralysis**

You'll never have 100% certainty. 80% confidence is enough to move forward.

### **Deal Killer #2: Negotiating via Email**

All important negotiations happen face-to-face or by phone. Period.

### **Deal Killer #3: Slow Response Time**

Respond to sellers within 2 hours. Always. Speed shows seriousness.

## Next Steps

This timeline is aggressive but achievable. I've used it to close deals in as little as 19 days.

Remember: **Time kills deals.** Every day you delay is a day for the seller to get cold feet, find another buyer, or raise their price.

For the complete due diligence checklist, see Document #24.

For negotiation scripts, see Document #18.

For financing structures, see Document #19.

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