

Business (Emergency) Exit Strategy

[What steps you want people to take to exit the business in the event that you were no longer available to close everything down/sell it. Include instructions on getting someone to assist with this – for instance, your family could contact your assistant or business manager to help with it.]

*And, whatever you do, **make a will** specifically detailing what you want to happen to your business and who you want to handle it. **This is not a legal document** -- merely pointers and suggestions in the event of an emergency.]*

In the event of an emergency, here's what to do about my business...

PROJECTS:

1. Contact lawyer [Name of lawyer, if applicable]
2. Contact [OBM, VA, Partner, other] and ask for assistance in selling or winding down business. *[Be sure to discuss with designated helper before assigning this!]*
3. Locate will in [location of will], if lawyer not involved
4. Notify [or have designated helper contact]
5. Active clients with outstanding projects
6. Active outsource contractors with projects in progress
7. Advise them whether or not projects will be completed: And if so, how
8. Inform them of any altered delivery dates
9. If projects cannot be completed, advise them as soon as possible
10. If products cannot be delivered, refund money

PAYMENTS:

1. Contact [or have designated helper contact] bookkeeper and discuss permissions and payment arrangements as instructed in will
2. Have official representative pay all debts, notify proper legal authorities and close down business, if business is to cease
3. If business is to continue while you recover, arrange for this too. Who will run it. Who will oversee outsource contractors. Provide funds (budget) to hire an experienced, reputable OBM.
4. If business is to be sold, work with designated helper [OBM, VA, partner] to carry on as smoothly as possible until it can legally be handed over.