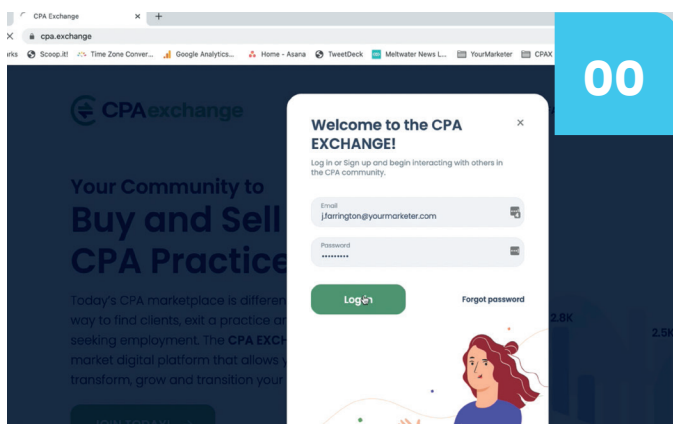


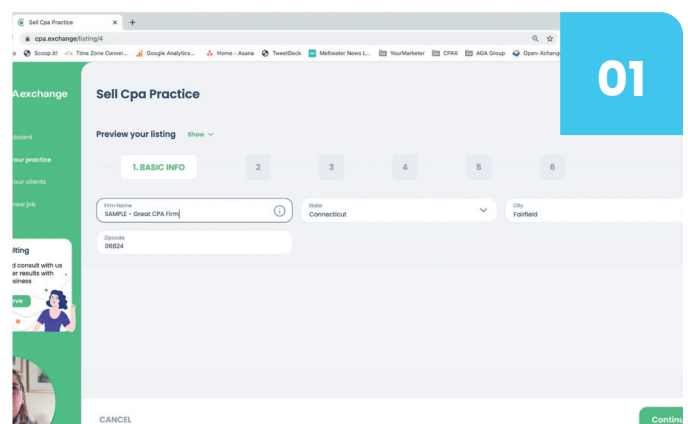
## Selling an accounting practice doesn't need to be a daunting task.

It is easy to post a practice for sale on the CPA Exchange platform.



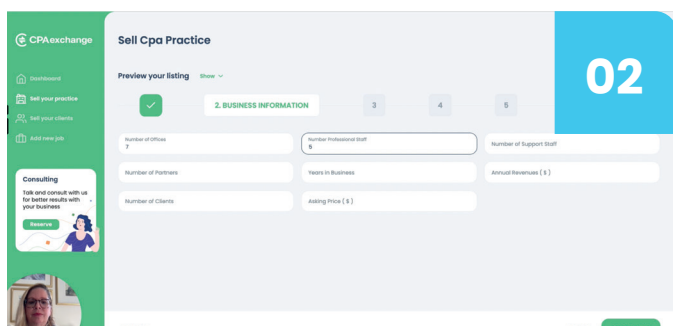
### Login to the CPA Exchange Platform

Once you are logged in and see your dashboard, go to the left-hand navigation bar, and select "Sell Your Practice"



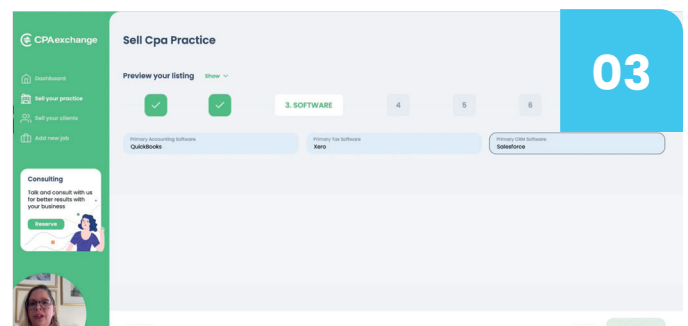
### First Step: Basic Information for the Practice

Enter the name of the practice, the state it is headquartered in, the city and zip/postal code. Click continue in the lower right-hand corner.



### Second Step: Business Information

The second step requires additional information on your Business. Here you fill in the number of offices, professional staff, support staff, number of partners, how many years in business, annual revenue in US dollars, number of clients and what you are asking in terms of price. Once complete, click continue in the lower right-hand corner.



### Third Step: Software

The third step asks the type of software your firm uses. What is your accounting software, your tax software, and your CRM software if you have one. Click continue in the lower right-hand corner once complete.

#### Fourth Step: Practice Areas

Here you will designate the percentage of the services your firm provides. It will automatically calculate the total to 100%. When complete, click continue in the lower right corner.

#### Fifth Step: Industry Concentration

The fifth step is where you will indicate which industries you focus your practice on. Select the checkboxes and click continue when completed.

### Final Step for Selling Your Practice

#### Step Six: Personal Business Information

Specify the dollar amount of your monthly rent and when your current lease expires. Also indicate if you want to continue working after the sale, and if your firm provides international tax or accounting services.

There is space for you to specify why you are selling your practice, and you have the option to upload financial documents. Indicate that you understand that there is an 8% fee on the sales price of any sale and select continue once finished.

You will see a pop-up showing that your listing was added, and that it will be reviewed by a site admin within 24-48 hours who will contact you if there are any questions with your listing prior to going live.

That's it! Welcome to the CPA Exchange LLC!