

Worksheet 8: Negotiation Preparation Sheet

Decide the terms before the buyer's questions begin moving your numbers.

Domain name	
Buyer or broker	
Date inquiry received	
Current public price	\$
Wholesale range	\$_____ to \$_____
Retail range	\$_____ to \$_____
Strategic scenario	
Target price	\$
Internal floor	\$
Walk-away point	\$

Preferred terms

Payment method	
Who pays fees?	
Transfer method	
Inspection period	
Installments acceptable?	Yes / No / Conditions
Assets included	Domain only unless stated otherwise
Offer deadline	
Confidentiality	

Concession plan

Possible concession	What I receive in return	Limit
Lower price		
Faster payment		
Buyer-paid fees		
Payment plan		
Included assets		

Negotiation record

Date	Offer or response	Next step
Final agreed price	\$	
Final terms		

Date	Offer or response	Next step
Reason accepted or declined		

Negotiation notes and lessons