

‘Matchmaking’ Service for Organbuilding Companies Questionnaire for Owners

Please read the following Notes carefully

The ISO offers a confidential service to help owners find potential purchasers or leaders for their organbuilding companies.

The person currently appointed by the ISO Board to provide this service (“The Matchmaker”) is Mark Venning, who served as as ISO President from 1994 to 2000. He retired in 2010 after 35 years as managing director of the English organbuilders Harrison & Harrison Ltd, and remains chairman of that company.

Owners are invited to complete this questionnaire and send it to the Matchmaker by email or post at the address on page 2. The Matchmaker will acknowledge receipt of the questionnaire, and may ask questions if necessary. If he finds a possible candidate, he will send the candidate’s details to the owner, who will then be free to contact the candidate. The Matchmaker will not take part in any further negotiations.

Please note:

Information submitted by owners to this Matchmaking Service will be handled by the Matchmaker alone, and will not be revealed to any other individual within or outside the ISO. Specifically, the Matchmaker will not reveal the owner’s name or details to any candidate.

The owner undertakes:

- **to acknowledge receipt of a candidate’s details from the Matchmaker, and to treat them as confidential;**
- **Within one month of receiving a candidate’s details:**
Either to contact the candidate and inform the Matchmaker accordingly,
Or to inform the Matchmaker that he/she does not intend to contact the candidate;
- **to inform the Matchmaker of any outcome.**

The ISO does not guarantee the suitability of candidates or owners identified by the Matchmaker, nor does it accept responsibility for any consequences arising from use of this service. Owners and candidates are urged to exercise due care.

I accept the above conditions of the ISO Matchmaking Service, and I confirm that the information provided in this questionnaire is correct.

Signature of owner:

Name (in capitals):

Company:..... *Date:*

Questionnaire for Owners

Name of applicant	
Postal and email addresses of applicant	
Name and location of organbuilding company	
Company website	
Legal status of the company (e.g. Limited company / Sole trader)	
Number of full-time employees	

What is your position in the company?

By whom are you authorised to search for a buyer for the company?

(Please give name, position and email address if it is a different person)

Which languages do you speak?

Which languages are used in your company?

Is the company for sale outright? Yes/No

Is a majority shareholding for sale? Yes/No

Is a minority shareholding for sale? Yes/No

Is the company to remain in its present ownership? Yes/No

Are you looking for a person to take over the leadership of the company? Yes/No

• On a separate page, in about 600 words, please describe the company, including the artistic and technical aspects of its work and your wishes for its future. Please mention any special or unusual circumstances that may be relevant.

Please send this questionnaire to Mark Venning

By post: The Little House, High Street, Heytesbury, Warminster,
Wiltshire, BA12 0EB, England

Or by email: mbv.h.h@btinternet.com