

Due Diligence List   Due Diligence Expires on _____			
Request	Status	Buyer Comments	Seller Comments
<b>Financials</b>			
<b>Profit &amp; Loss</b>			
<b>Adjustments:</b> Details (transaction detail, invoices, calculations) of addbacks			
<b>Balance Sheets</b>			
<b>Balance Sheets:</b> Most recent balance sheets			
<b>Accounts Payable:</b> Accounts payable information/policies			
<b>Accounts Receivable:</b> Accounts receivable information/policies. Analysis of accounts receivables (account concentration, collections, quality, reserves, doubtful accounts, write off history, recoveries, overdue accounts, etc.)			
<b>Miscellaneous</b>			
<b>Bank Statements:</b> Monthly bank statements for the previous three years			
<b>Bank Reconciliation:</b> For the most recent fiscal period			
<b>Tax Returns:</b> Federal income, sales, and other tax returns filed in the last three years			
<b>Loans:</b> Copies of existing loan or financing agreements			
<b>Accounting Software:</b> Full accounting software file			
<b>Assets</b>			
<b>Equipment</b>			
<b>List:</b> Equipment list, including a list of any major assets sold in the last 12 months			
<b>Depreciation Schedule:</b> Financial depreciation schedule			
<b>Inspection:</b> Equipment inspection			
<b>Leases:</b> All equipment and auto leases			
<b>Real Estate/Facilities/Lease</b>			
<b>Description:</b> Description of each property development, office, warehouse or other facility operated or maintained by the target			
<b>Lease:</b> Summary of key lease terms. Lease agreement.			
<b>Summary:</b> Summary of deeds with respect to all owned real estate. Include copies of all related title papers, title insurance policies, appraisals and surveys.			
<b>Inventory</b>			
<b>List:</b> Inventory list			
<b>Write-Offs:</b> List of inventory written off in the past three years			
<b>Company Operations</b>			
<b>Operations</b>			
<b>Manual:</b> Operations manual			
<b>Products &amp; Services:</b> Descriptions for all material products and services			
<b>Policies:</b> Copies of policies and procedures related to pricing, credits, returns, warranty claims, etc.			
<b>Marketing</b>			
<b>Marketing Material:</b> Copies of all brochures, presentations, sales sheet, and other advertising/marketing materials.			
<b>Advertising:</b> Contracts			
<b>Customers</b>			

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<b>List:</b> Customer list (names can be redacted)			
<b>Contracts:</b> Copies of all material customer contracts			
<b>Suppliers</b>			
<b>List:</b> Supplier/vendor list			
<b>Contracts:</b> Supplier/vendor contracts			
<b>Insurance</b>			
<b>Policies:</b> Summary of all current insurance coverages and copies of all policy documents, including liability insurance, health insurance			
<b>Claims:</b> Summary of historical and pending claims made against any insurance policy			
<b>Human Resources</b>			
<b>Employment Agreements</b>			
<b>Employment Agreements:</b> Copies of all employment, severance, agency, consulting, and independent contractor agreements, including compensation agreements			
<b>Other Agreements:</b> Collective bargaining agreements, non-competition, nondisclosure or similar agreements			
<b>Benefits</b>			
<b>Benefits:</b> Summary of all benefits, including copies of plan documents for all benefit plans			
<b>Other:</b> Details of bonus, retirement, or profit-related schemes and details of beneficiaries/participants			
<b>General HR</b>			
<b>Payroll:</b> Payroll register or report			
<b>List:</b> Schedule of owners, officers, employees, independent contractors, consultants and their titles, length of service, compensation, and benefits			
<b>Org Chart:</b> Organizational chart			
<b>Job Descriptions:</b> List of all job descriptions			
<b>Policies:</b> Copies of all employee manuals and policies and a summary of any recent changes			
<b>Legal</b>			
<b>Corporate Structure &amp; General Matters</b>			
<b>Articles:</b> Articles of Incorporation/Organization			
<b>Bylaws:</b> Corporate/LLC bylaws or operating agreements			
<b>Operating agreements:</b> Corporate or LLC by-laws or operating agreements			
<b>Minutes/Resolutions:</b> Corporate/LLC minutes/resolutions			
<b>Stock Sales:</b> Stock certificates issued, Stock register			
<b>Voting:</b> Stockholder and voting agreements			
<b>Licensing</b>			
<b>Licenses:</b> Copies of all licenses, permits, certificates, registrations, and other documents from all governmental authorities			
<b>DBA:</b> Fictitious business name statement (DBA)			
<b>Agreements</b>			
<b>Contracts:</b> Copies of all key contracts			
<b>Financing agreements</b>			

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<b>Others:</b> Other third-party agreements or contracts			
<b>Ownership, Executives, Divisions, Partners</b>			
<b>Ownership:</b> List of all owners (with legal name), summary of ownership of company's shares by each officer and director of the company, including date and price of shares when acquired			
<b>Executives:</b> List of officers and directors of the company and each of its subsidiaries or affiliates			
<b>Divisions:</b> List of divisions and subsidiaries			
<b>Partners:</b> Joint venture, partnership, and other agreements involving the sharing of profits or technology			
<b>Liens:</b> List of liens against the business			
<b>Intellectual Property</b>			
<b>Trademarks &amp; Patents:</b> Summary of the target's registered trademarks and patents			
<b>Other IPs:</b> List of all other IPs like websites and domains owned			
<b>Contracts:</b> Agreements under which the target or a third party is granted the right to use IP			
<b>Infringement:</b> Summary of all litigation or allegations of infringement related to the IP			
<b>Development Process:</b> Summary of process for generating/developing, recognizing, capturing, and protecting IP assets			
<b>Environmental, Health, Safety</b>			
<b>Environmental:</b> Description of environmental liabilities, including use of any hazardous substances and/or underground storage tanks			
<b>Health &amp; Safety:</b> Information regarding any health and safety notices			
<b>Pending lawsuits</b>			
<b>Information Technology</b>			
<b>Software:</b> List of all technology platforms and software currently in use			
<b>Databases:</b> Description of all key databases			
<b>Seller's disclosure statement</b>			