

Due Diligence Checklist

1) FINANCIAL INFORMATION

- Externally verified financial statements
- Interim financial statements to the most recent month-end
- Explanation of financial statements
- Cash flow projections on a monthly basis to the end of the current fiscal year and for the following fiscal year

2) OPERATIONAL INFORMATION

- Description of your business activities, facilities, largest customers

3) MARKET INFORMATION

- A description of the market and market trends for the Company's products, including; size, growth trends, drivers of change in technology, primary competitors

4) POLICIES AND PROCESSES

5) INTELLECTUAL PROPERTY

6) LEGAL MATTERS

7) SUPPLIER INFORMATION

8) SALES AND DISTRIBUTION INFORMATION

- Marketing, distribution and pricing strategies

9) EMPLOYEES AND HUMAN RESOURCES

10) ACQUISITION INFORMATION (if applicable)

- Copy of draft purchase/sale agreement or memorandum of understanding
- Integration strategy – staff, facilities, systems, channels
- Post-acquisition organizational chart
- Discussion of synergies and cost savings expected

11) REFERENCES

- Contact information for individuals we may contact over the course of our due diligence, including; suppliers, customers, and industry experts. These calls are carefully scripted and performed with the utmost discretion and confidentiality.