

Seller Readiness Checklist

Pre-NDA Prep (Share Safely)

- High-level P&L and revenue mix (last 3 years)
- Customer and product concentration summary (non-identifying)
- Org chart and key role dependencies
- Top 5 risks and mitigations (your view)

Post-NDA Starter Pack

- Monthly financials with add-back notes
- Customer cohorts and retention metrics (as available)
- Vendor and key contract summaries
- Legal/tax/compliance snapshot

Deal Process Readiness

- Owner time availability for diligence (2–4 hours/week)
- Point person for data room
- Preferred transition role and timeline options
- Communication plan for employees and customers