

Diligence Checklist

Illustrative template for qualified investors

Pre-NDA (High-Level)

- 3-year revenue/margin overview
- Customer concentration (non-identifying)
- Org chart / key-person dependencies
- Top risks summary (seller view)

Post-NDA (Starter Pack)

- Monthly financials + add-back notes
- Cohorts and retention metrics
- Key contracts (customer, vendor, lease)
- Tax, legal, and compliance snapshot

Confirmatory (Illustrative)

- QoE by independent firm
- Legal/tax diligence
- Commercial / technical reviews
- Working capital peg analysis

Data Room Hygiene

- Single source of truth foldering
- Indexing & naming conventions
- Q&A log with owners and timestamps