

Term Sheet submission tips

Thanks for submitting a tip to Fortune's newsletter [Term Sheet](#). The deal section is at the writer's discretion, but here are some guidelines to help you know what we're looking for and what we typically include. Send all deals to termsheet@fortune.com, please! (Do not send any deals to jessica.mathews@fortune.com)

A word on embargos: We appreciate a heads up on any deal announcements, but *both parties* need to agree to an embargo. Please make sure we have agreed to hold news prior to sending deal specifics our way if you wish it to be honored.

Timing: We try to include all deals received before 5pm ET the day prior in each day's newsletter. Feel free to send tips up to 5 days in advance (*as long as we agreed to an embargo*). If you do send in advance, re-upping it the day prior is welcomed (We get a lot of mail!).

Company info: We utilize PitchBook to verify headquarters, company description, backers, and other information. If there is some kind of discrepancy, please make sure to let us know.

VENTURE DEALS: We write about equity funding (*no debt!*) greater than \$1 million. Please make sure to include:

- The \$ amount raised (we don't include VC deals that don't provide this), who led the round, and other investors who participated
- The startup's HQ location and website
- If the dollar amount is a rollup of debt and equity, please only include the equity figure

PRIVATE EQUITY/EXITS: We give preference to private equity deals that disclose terms.

- If terms are not disclosed, please specify so
- If you are not disclosing terms, please specify whether it was a majority or minority investment
- Please provide the HQ location and website of the company that is being acquired or invested in

IPO: We include U.S. IPOs raising more than \$50 million and major listings on international exchanges. We generally write about a company 1) when they file their first IPO documents with the SEC 2) when they announce or amend share pricing 3) what they ultimately raise and final share price prior to being listed on an exchange.

SPAC: We cover SPAC deals 1) When a blank check company files to go public and is raising more than \$300 million 2) When a blank check company announces merger plans with a notable company

F+Fs: We include PE or VC firms that have raised more than \$50 million for their funds (final closes!). We will also cover fund launches on a discretionary basis.

PEOPLE: This section is only for venture capital and private equity firm moves and is focused on individuals involved in the investments.