

[Company Name] Due Diligence Requests:
(Items marked with [*] are priority)

Operations

- ☐ Customer Concentration
 - ☐ Customers by Revenue – annually over 36 months
 - ☐ By length of relationship
 - ☐ Job / Project breakdown (by Customer) – going back 36 months
- ☐ Employee
 - ☐ Handbook
 - ☐ Org Chart
 - ☐ List of key employees (length w company, salary, benefits, etc.)
 - ☐ List of employees (anonymized if preferred) and roles, I9 forms (to verify immigration status), salary / bonus
 - ☐ Current benefits / contracts
 - ☐ Standards employment contract
 - ☐ Copy of employee incentive plans
- ☐ Job photos
 - ☐ Exterior
 - ☐ Logos
 - ☐ Interior
- ☐ Insurance
 - ☐ Full copies of all current insurance policies (policy language included)
 - ☐ 3 years of loss history for all policies
 - ☐ Drivers List (full name / dob / drivers license # / state of issuance)
 - ☐ Vehicle list (year / make / model / vin)
 - ☐ Sample copy of the rental agreement
 - ☐ Bonded? Bonds by job?
 - ☐ Any workers comp issues?
 - ☐ Any changes in policy / provider? Why?
- ☐ Any legal cases ever?
- ☐ Copies of any and all permits or licenses required to operate business
- ☐ Real Estate Photo's (interior + exterior)
- ☐ List of 5 closest competitors.
- ☐ Contracts
 - ☐ Contracts with top clients / sample contracts
 - ☐ Current Contracts / projects (ongoing and planned along with completion date)
 - ☐ Sample Quotes.
- ☐ Current IT setup
 - ☐ Email provider, computer systems, website designer, domains and providers, security, services / softwares, MSP, etc.

Financial

- ☐ A/P aging reports - 36 months
- ☐ Quarterly Cash Flow Statements – 36 months

- ☐ Bank Statements - 36 months
- ☐ Credit Card statements - 36 months
- ☐ 2018, 2019, 2020 (when completed) Tax Returns
- ☐ A/R Aging reports – 36 months
- ☐ Monthly P&L – 24 months
- ☐ Quarterly P&L – PRIOR 36 months
- ☐ Monthly B/S – 24 months
- ☐ Quarterly B/S – PRIOR 36 months
- ☐ Fixed asset appraisal / schedules
- ☐ Latest monthly P&L (Jan, Feb when completed, etc.)

Completed