

Due Diligence Checklist

Last Updated: 09/19/2024

For more information or queries, please contact us via email (team@boydconsultingco.com) or phone (512-827-6497)

Item		YES	NO
1	Corporate Documents		
1.1	Articles of Incorporation or Organization	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Bylaws, Operating Agreements, and/or Shareholder Agreements	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Organizational Chart	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Minutes from Board Meetings	<input type="checkbox"/>	<input type="checkbox"/>
1.5	List of Subsidiaries and Affiliates	<input type="checkbox"/>	<input type="checkbox"/>
1.6	Stockholder or Membership Lists and Equity Ownership Share Table	<input type="checkbox"/>	<input type="checkbox"/>
1.7	Outstanding Warrants, Options, or Convertible Note Securities	<input type="checkbox"/>	<input type="checkbox"/>
1.8	Current Business Plan or Strategic Growth Plans	<input type="checkbox"/>	<input type="checkbox"/>
1.9	SWOT Analysis if available	<input type="checkbox"/>	<input type="checkbox"/>
1.10	Industry Analysis and Competitive Positioning	<input type="checkbox"/>	<input type="checkbox"/>
1.11	List of Corporate Advisors (i.e. Lawyer, Accountant, Insurance Agent, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Financial Information		
2.1	3 Years of Financial Statements (preferably audited) (Profit and Loss, Balance Sheet, Cash Flow)	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Latest Interim Financial Statements	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Tax Returns for the past 3 Years	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Financial Projections and Budgets	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Capital Expenditure Schedule	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Details of Outstanding Debt or Loans (Loan Agreements, Promissory Notes, Bank Overdraft)	<input type="checkbox"/>	<input type="checkbox"/>
2.7	Accounts Payable and Receivable Aging Reports	<input type="checkbox"/>	<input type="checkbox"/>
2.8	List of Major Suppliers and Creditors	<input type="checkbox"/>	<input type="checkbox"/>
2.9	Inventory Lists and Valuation Methods	<input type="checkbox"/>	<input type="checkbox"/>
3	Legal Documents		
3.1	Licenses and Permits (including Zoning Permits)	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Contracts with Customers, Suppliers, Distributors, and Partners	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Employment and Contractor Agreements	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Non-disclosure, Non-compete, and Non-solicitation Agreements	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Any Pending or Past Litigation Documentation	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Regulatory Compliance Documents	<input type="checkbox"/>	<input type="checkbox"/>

4	Real Estate		
4.1	Lease Agreements (for any property, facilities, or equipment)	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Deeds and Titles for Owned Property	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Environmental Assessments	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Property Tax Information	<input type="checkbox"/>	<input type="checkbox"/>
5	Intellectual Property		
5.1	Patents, Trademarks, and Copyrights	<input type="checkbox"/>	<input type="checkbox"/>
5.2	IP Licensing Agreements	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Domain Names and Website Ownership Documents	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Software Licenses and Technology Contracts	<input type="checkbox"/>	<input type="checkbox"/>
6	Human Resources		
6.1	Employee Roster with Titles, Compensation, and Benefits	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Employee Benefit Plans (Retirement, Insurance)	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Employee Handbooks and Policies	<input type="checkbox"/>	<input type="checkbox"/>
6.4	Union Contracts (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
6.5	Workers' Compensation Claims History	<input type="checkbox"/>	<input type="checkbox"/>
6.6	Employment Taxes and Withholding Information	<input type="checkbox"/>	<input type="checkbox"/>
7	Customer & Sales Information		
7.1	Customer List (including Key Customer Profiles)	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Sales Contracts and Agreements	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Sales Reports and Trends (Past 3 Years)	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Customer Satisfaction and Retention Data	<input type="checkbox"/>	<input type="checkbox"/>
8	Operations		
8.1	Vendor and Supplier Agreements	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Manufacturing, Distribution, or Service Agreements	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Equipment Leases and Maintenance Contracts	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Insurance Policies (General Liability, Product Liability, Property, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
8.5	Product or Service Warranties and Return Policies	<input type="checkbox"/>	<input type="checkbox"/>
9	IT & Systems		
9.1	IT Systems and Infrastructure Overview	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Software and Hardware Inventory	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Data Security and Privacy Policies, Cybersecurity Protocols and Compliance certifications	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Technology Agreements and Support Contracts	<input type="checkbox"/>	<input type="checkbox"/>

10	Relevant Documents		
10.1	Marketing and Advertising Agreements	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Market Research, Brand, and Positioning Documentation	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Research and Development (R&D) Plans	<input type="checkbox"/>	<input type="checkbox"/>
10.4	Press Releases, Public Relations Materials, and Media Mentions	<input type="checkbox"/>	<input type="checkbox"/>
11	Insurance		
11.1	Insurance Policies (Health, Liability, Property, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Claim History and Current Coverage	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Key Man Insurance Policies	<input type="checkbox"/>	<input type="checkbox"/>