

PROSPECTS DUE DILIGENCE DOCUMENT CHECKLIST

- ☐ **Operations Manual**
- ☐ **Organizational Chart**
- ☐ **Employee Handbook**
- ☐ **Employee Contracts**
- ☐ **Independent Operator Agreements**
- ☐ **Employee & Agent Evaluations**
- ☐ **Marketing Playbook**
- ☐ **Client Database**
- ☐ **20 Top Clients w/ 2 Years Itemized**
- ☐ **Company Sales Statistics - 3 Years**
- ☐ **Agent Sales Statistics - 3 Years**
- ☐ **Previous Business Plans**
- ☐ **Corporate Tax Returns - 3 Years**
- ☐ **Financial Statements**
- ☐ **P and L's - 3 Years**
- ☐ **Insurance Documents**
- ☐ **Intellectual Property**
- ☐ **Vendor List**
- ☐ **List of Strategic Relationships**
- ☐ **3 Years Production and Units**
- ☐ **Schedule of Fixed Assets**
- ☐ **All Lease Obligations**
- ☐ **Credit Check**
- ☐ **Necessary Licenses & Permits**