

Due Diligence / Purchase Agreement Exhibit Items -Checklist-

- List of all Intellectual Property (website information, copyrights, trademarks, patents)
- Employment Agreements if any
- Non-Competition & Non-Solicitation Agreements if any
- Articles of Incorporation and include Bylaws, Resolutions and Certificate of Good Standing
- List of Prepaid Expenses if any
- Most recent financial statements - Provided when bank asks.
- List of Undisclosed Liabilities if any
- List of Leased Property and contracts associated with each item
- List of Fixed Assets (Recommendation: go office to office and list Office 1: Desk, chair, computer) Also list software. You don't have to include small things like pictures on the wall.
- List of litigation if any
- List of employees, how long with the company, current salary, position and duties
- List of all employee benefits and copies of documents associated
- Copies of all licenses and permits
- Copies of all insurance policies
- Copies of all additional contracts
- Work in Process Schedule - This should include the project, what percentage is completed and what percentage is billed so far