



### BUSINESS OPERATIONS / CORPORATE DOCUMENTS:

- › Ownership information – stocks/shares
- › By-laws and formation documents
- › Business plan
- › Chart of company structure and staff
- › Job/Position descriptions
- › Employee census – noting key personnel, contracts and compensation
- › HR department overview – policies, turn-over rates, hiring practices
- › Subcontractors and outsourced professional services, consultants, freelancers, distributors
- › List of suppliers/vendors and any purchase agreements
- › An accurate inventory history
- › List and explanation of products and services
- › Summary description of production lines and/or white-labels
- › Procedure and process documentation
- › Customer lists and policies
- › Sales and marketing strategies and past campaigns
- › Detailed sales data, including sales by geography, customer, product lines



### FINANCIALS:

- › Complete financial statements for the last 3-5 years- balance sheets, income statements, P&L, receivables, payables
- › Any third-party accounting audit or review reports
- › Physical asset list
- › List of liens / detail of debts – mortgage, lease, revolving, secured, unsecured, bonds
- › Tax returns for three years
- › Summary of production costs and margins
- › Annual company reports going back 3+ years



### LEGAL / CONTRACTS

- › Franchise agreements
- › Distribution contracts
- › On-going or potential litigation
- › Exposure to hazardous material liabilities
- › Insurance policies
- › Licenses and Permits
- › Details of Intellectual Property, trademarks, and patents
- › Government agency compliance records



### TRANSACTION ADVISORS:

- › Accountant – experienced in assembling and professionally presenting financial records for sale transactions, and knowledgeable in tax rules governing ownership transfers
- › Attorney – experienced in reviewing existing contracts and policies, preparing NDA's and seller disclosure statements and sale agreements
- › Appraiser – if needed, to resolve uncertainty in particular asset valuations
- › M&A Advisor – manages your entire transaction process, including identifying and screening qualified buyers while maintaining confidentiality, allowing your focus to remain on business operations.

Address : 5100 Westheimer Rd.

Suite 200 Houston, TX 77056

Call us : +713 955 1695

Email : admin@dgpcapital.com