

Due Diligence Requirements Checklist & Summary

Please share links to dropbox for document access

	Task	Info / Link to Document	Comments / Explanation
StartupNV Membership Related Info	StartUpNV Program Documentation		
	1	Signed StartUpNV Contract Copy	
	2	Signed Exhibit A Copy	
	3	Signed Exhibit B Copy	
	4	Pitch Day Deck	
	5	Mentor Name	
	6	Coach Name	
	7	30 Day Goals Document	
	8	90 Day Goals Document	
	9	180 Day Goals Document	
	10	List of prior pitches for funding (date and to whom)	
	11	Program Joining Announcement / Blog (link)	
12	Sources & Uses of Capital List (estimated amounts)		
Basic Due Diligence Items	Basic Due Dilligence Items (enter url's)		
	1	Company Website	
	2	Company LinkedIn	
	3	Company Facebook	
	4	Company Twitter	
	5	Company Instagram	
	6	GUST Profile Link	
	7	Company YouTube / Vimeo	
	8	Elevator Pitch - 1 Min Video (talking head)	
	9	Short Pitch - 10 Min Pitch Deck Video (slide preso)	
10	Demo Video - up to 10 minute video product demo		
Initial Due Diligence Documents	Documents on File (Initial Set)		
	1	Formation Documents (Sec of State)	
	2	Local Business License (if applicable)	
	3	List of Co-Founders (with contact info)	
	4	List of Patents / trademarks / copyrights (with ref #'s)	
	5	Current Cap Table (if applicable)	
	6	Company Logo file	
	7	3-5 word summary	
	8	100 word exec summary	
	9	250 word exec summary	
10	Founder(s) Resume(s)		
Due Diligence Requirements (pre-funding)	Pre-Seed / Seed Due Diligence File		
	1	Articles of Incorporation	
	2	Corporate By Laws	
	3	Organization Chart	
	4	Shareholder list	
	5	Cap Table	
	6	All Stock, Option, Warrant, & Related Agreements	
	7	Most Recent Unaudited Financial Statements	
	8	Reports: AR/AP/ Inventory / Short & Long Term Debt	
	9	Current Financial Projections	
	10	Physical Asset List (by location)	
	11	Business Office / Location(s) List	
	12	Litigation List (claims or threats) for and against	
	13	Key Person List	
	14	Employee List (with pay details)	
	15	Copies of NDA's / non-compete / non-solicit agreements	
16	Competitors List		
Due Diligence Items (\$100k+)	Due Diligence (2nd Level)		
	1	Tax Returns for 3 years	
	2	Material Contracts	
	3	Product List (current and under development)	
	4	Complaints / Warrant Claims List	
	5	Customer List (10 largest)	
	6	Service Agreements	
	7	Insurance Policies	
	8	Law Firms, Accountants, other professionals engaged (3 yrs)	
	9	Copies of all publicity (3 years)	
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