

**SUSTAINABLE JOBS FUND
DUE DILIGENCE DOCUMENTS CHECKLIST**
Company Name

DUE DILIGENCE ISSUE	INCLUDED IN BUSINESS PLAN? (YES, NO OR N/A if not applicable to this company)	IF NO, THEN ATTACH INFORMATION (List document name in space below)
1. History		
1.1 Date incorporated and in which state; states in which company can do business; list of subsidiaries, divisions with addresses		
1.2 How company was originally formed and why		
1.3 Founders and successors		
1.4 Brief review of sales, profit progress and product line history		
1.5 Cap Sheet: list of shareholders if privately held; number of shares owned by principals, shares outstanding		
1.6 Board members and officers		
1.7 Any unusual situations/circumstances		
1.8 Contact information for the company's banker, auditor/accountant, attorney, key investors, and advisors or board members		
1.9 Exit strategy (sale, IPO, management buy-back, etc.)		
1.10 Board Minutes		
2 Management		
2.1 Complete resumes for principals and key employees		
2.2 Employment contracts, non-compete agreements,		

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confidentiality		
2.3 Have key person insurance? Other insurance coverage?		
2.4 Management compensation, incentives, stock options		
2.5 Key competencies needed versus current team: any management gaps? If so, plans to fill?		
2.6 References on management (provided by the company) - personal, former employees, former employers, investors with previous companies		
2.7 EIN for company and data on company's top management for individual credit checks (provide full names, date of birth, social security numbers and home addresses)		
2.8 Copies of contracts and reports with key consultants or advisors		
2.9 Organizational chart		
3 Community Development		
3.1 Current number of employees - provide most recent monthly payroll report		
3.2 Employee benefit plans and profit sharing		
3.3 Number and types of additional jobs expected through expansion		
3.4 Training programs; links to local community college or employment placement programs?		

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3.5 Connected with economic development programs and incentives?		
3.6 Environmental risks/hazards and benefits (material recovered, energy savings) from company operations		
3.7 Availability of labor: Any trouble finding or retaining employees? Turnover rate?		
3.8 Employee handbooks		
4 Market		
4.1 Sales: breakdown by product over last few years, if applicable, and projected over next 5 years		
4.2 Methods of distribution and contact information for distributors		
4.3 How can existing sales be increased? What are goals for next 5 years and how attain?		
4.4 Products –Proprietary advantages/ uniqueness? What distinguishes the product in the marketplace?		
4.5 External market reports, size of market and prices		
4.6 Key suppliers contact information		
4.7 Purchase contracts or orders		
4.8 Licensing agreements and partners		
4.9 Price comparisons, pricing considerations		
4.10 Competitors – list with contact information, websites		
4.11 Seasonality issues for company?		

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4.12 Customer references: Provide contact information, current buying level with company		
4.13 Current methods of marketing/ advertising/PR		
4.14 Marketing plan		
4.15 Sales and marketing staff incentive basis, previous experience?		
4.16 Internet and e-commerce strategies? What are competitive threats?		
5 Production & Facilities		
5.1 Production costs: labor cost, material cost and manufacturing overhead each as percent of sales.		
5.2 Production costs and profits by product		
5.3 Minimum production required for breakeven		
5.4 Quality control; ISO certified or working towards?		
5.5 Efficiency improvements needed? Bottlenecks? What doing to address?		
5.6 Safety procedures		
5.7 R&D cost as percent of sales		
5.8 Competitive products/ technology		
5.9 Inventory: what are raw materials and finished goods levels, what is optimum?		

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5.10 Number of buildings; square footage		
5.11 Location and zoning		
5.12 List property and equipment, owned or leased		
5.13 Space for expansion? Where would company move if you had to?		
5.14 Production and sales capacity of facilities and equipment?		
6 Financials		
6.1 Historical financials for the past 2-3 years, audited or externally reviewed preferred. If not, provide documents for independent confirmation of sales through current bank statements or customer confirmation.		
6.2 Projection for next 5 years, including income statement, balance sheet and cash flow. Include year to date internal statements. LIST ASSUMPTIONS!!		
6.3 How much money is the company seeking? In future rounds? Uses/sources? Other investors/bankers/lenders, current or prospective?		
6.4 Accounts receivable levels compared to industry standard - typical terms with customers - top 5 accounts?		
6.5 Company pre-money valuation		

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7 Legal		
7.1 Articles of incorporation, bylaws, shareholder agreements, preferred or common stock previous term sheets		
7.2 Notes, mortgages, leases, other financing documents		
7.3 Purchase contracts or orders, licenses, royalty agreements		
7.4 Any lawsuits pending or past?		
7.5 Intellectual property portfolio: list of patents, copyrights, trademark and new applications		
7.6 Product liability, warranties, legal risks for product, service or process		
7.7 Past acquisition documents.		
7.8 Pending acquisition documents		
7.9 Buy-out/Buy-back agreements with shareholders, partners, employees, officers or directors		
8 Other		
8.1 Due diligence provided to other investors, banks, etc.		
8.2		
8.3		
8.4		