

Seller Due Diligence Readiness Checklist

Company: _____ Date: _____

Prepared by: _____

This questionnaire is designed to assess the ability of the company to go through a sale process and be able to maximize value while responding to questions and information requests that a typical buyer will ask. The preparedness level directly impacts the timeliness and financial outcome of the sale process. Please answer the questions by clicking the check boxes or adding comments.

	Last 3 years are required, by month if applicable	Ability to Provide Quality Answer			Ability to Provide Source Documentation and Support (if applicable)			Comments or explanations
		Yes	No	Not sure	Yes	No	Not sure	
General								
1. Does the accounting department have adequate resources well as and quality expert?								
Does the company prepare monthly and annual financial statements in accordance with GAAP and have the ability to prepare timely financial statements and business metrics throughout the sale process through the point of close?								
2. Does financial statements in accordance with GAAP and have the ability to prepare timely financial statements and business the po								
Does the company file income and sales taxes in all of the necessary states and jurisdictions and understand any potential liabilities? Has there been a "Nexus" study to support the current filings?								
3. Have identif monthly ledger, financial statements and other source documentation?								
Does the company have a well thought out IT strategic plan, disaster recovery plan and a list of active and planned IT projects with timelines and budgets? Do these plans indicate normal expenditure levels for the company and industry?								
4. Doe all rele showin amou includin								
5. Are the book reconciliations performed throug								
Does the company have an ideal tax structure for the sale that will minimize taxes and maximize net cash proceeds? Has it been determined whether an asset or stock sale will be pursued?								
6. Doe policie items th								
7. Doe " operat any ac								
Can the company fully explain changes in revenue by customer and product/service for the last three years and bridge the changes supporting a positive revenue trend? Does this tie to the future revenue projection?								
8. Doe closing manner closes continue during the sale process?								