



Deal Room Starter Kit

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Legal Documents

- ☐ Articles of Incorporation/Organization
- ☐ Bylaws or Operating Agreement
- ☐ Certificate of Good Standing
- ☐ Corporate Resolutions and Board Minutes
- ☐ Shareholder Agreements
- ☐ Cap Table
- ☐ Option Pool Documentation
- ☐ Previous Investment Documents
- ☐ Litigation History and Legal Disputes

- ☐ Audited Financial Statements (3-5 years)
- ☐ Monthly Financial Statements (current year)
- ☐ Tax Returns (3-5 years)
- ☐ Management Accounts and KPIs
- ☐ Budget and Financial Projections
- ☐ Cash Flow Statements
- ☐ Accounts Receivable and Payable Aging
- ☐ Bank Statements and Loan Documents
- ☐ Capital Expenditure Records
- ☐ Material Contracts and Agreements
- ☐ Customer Contracts and Terms
- ☐ Supplier and Vendor Agreements
- ☐ Employment Agreements
- ☐ Non-Disclosure Agreements
- ☐ Insurance Policies
- ☐ Real Estate Leases and Property Documents

- ☐ Organizational Chart
- ☐ Key Business Processes and Procedures
- ☐ IT Systems and Technology Documentation
- ☐ Customer Lists and Relationship History
- ☐ Supplier and Vendor Information
- ☐ Quality Control and Compliance Records
- ☐ Accounts Receivable and Payable Aging
- ☐ Inventory Records and Asset Lists
- ☐ Intellectual Property Portfolio

Organisation Tips

- Create digital copies with clear naming conventions
- Organize by category in labeled folders
- Use secure data room software for sharing