

Piedmont Angel Network

Due Diligence Request for Documents

Please put a check mark by the documents you will be providing to the PAN Due Diligence Committee. If not available please write n/a.

Corporate Documents

- Articles of Incorporation
- Bylaws
- Minutes of Board of Directors, Committee and Shareholder meetings
- Documents furnished to shareholders and directors over the last two years

Securities Issuance

- Sample copies of stock certificates, warrants and options
- Copies of Shareholder agreements
- Stockholder information, including dates of issuance, number of outstanding shares and percent ownership (Capitalization Table)
- Detail of any outstanding preferred stock, including covenants
- Detail of any outstanding options, warrants or convertible securities
- Information on stock option, stock purchase and other employee stock benefit programs
- Copy of current term sheet (if applicable)

Financial Information

- Audited financial statements since inception including Income Statements, Balance Sheets, Statements of Cash Flow and Changes in Equity Position
- Detail of accounting methods and practices
- Internal monthly or quarterly statements
- Budgets and financial projections
- Full Business Plan – one copy for each team member
- Accounts Receivables
- Accounts Payable
- Detail of pricing plans and policies
- A breakdown of revenue and gross margins by product line or service
- Analysis of any extraordinary income or expenses
- Analysis of any material write-downs or write-offs
- A summary of any bad debt experience
- Detail of any outstanding contingent liabilities
- Any reports from outside consultants or accountants on the Company's financial condition

Tax Status

- Federal and state income tax returns for the last three years

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Contracts and Agreements

- List of Bank and non-Bank lenders
- Joint venture and partnership agreements
- License agreements
- Purchase agreements
- Liens, equipment leases, mortgages or any other outstanding loans
- Insurance contracts and agreements
- Property Lease agreements
- Any additional agreements or contracts relevant to the business of the Company including contracts with suppliers, vendors and customers

Governmental Regulations

- Copies of any permits and licenses
- Copies of reports made to government agencies
- Detail of any enquiries made by any local, state or federal agencies including OSHA, EPA, EEO and any others

Litigation

- Description of any current litigation including potential damages
- Description of any potential litigation including potential damages
- Settlement documentation

Products

- Detail of product offering including potential market share by product line
- List of all major suppliers including dollar amount purchased per year
- Warranty and returns policy

Marketing

- List of competitors and detail of market share
- List of major clients
- Analysis of pricing strategy
- Current brochures and marketing materials
- Sales commission structure
- Sales projections by product line
- Any pertinent marketing studies conducted by outside parties

Directors, Management and Personnel

- List of Company's Directors
- Management organizational chart and bios of senior personnel
- Detail of any labor disputes
- Detail of various employee compensation plans including pension, option, profit sharing, deferred compensation and retirement
- Detail of various management incentive plans including pension, option, profit sharing, deferred compensation, retirement and any non-cash compensation
- Confidentiality Agreements with employees
- Consulting Agreements

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Real Property and Equipment

- An appraisal, including age, of all equipment and fixed assets of the
- List of all real property owned by the
- Recent appraisals and property surveys
- Titles, mortgages, deeds of trust and any other agreements relating to Company-owned real property
- Detail of any easements or other encumbrances
- Leases and sub-leases
- Expansion plans

Intellectual Property

- Copies of all patents applications – applied for and approved
- Copies of all research related to applied for patents – prior art search, etc.
- List all trademarks/service marks being used
- List all trademark registrations – applied for and approved
- Provide registrations

Research & Development

- Research in progress
- Documentation policies including examples

Other Company Information

- Company press releases
- Articles relating to the Company or its industry
- Company newsletters
- Any other material information or documents