

Please assemble and transfer the below list of documents to ASC via our website (instructions to follow by email):

1. Names and contact information of all top management. Please include home address and SSN so we can conduct a background check.
2. Management Employment Contracts currently in effect.
3. Organizational chart - current and post-investment listing of all positions and salaries of employees. Include resumes of all management and key technical staff.
4. Client List and Pipeline report - List of all current clients and your sales pipeline. Describe your sales cycle and its average length, how much it costs to acquire a new customer, what your annual renewal rate is, and what your conversion success rate is.
5. Suppliers and Vendors - List 3 primary business partners we may contact for a 20 minute conversation.
6. Intellectual Property - List all IP, including date of filing, status, and date of issue (if issued), and whether licensed or internally developed. For licenses, please include a summary of terms. Provide copies of patents, applications, and licenses.
7. Material Contracts - Provide all material contracts, including contact information.
8. Board of Directors – List of names, background, contact information, and date director began service on the board. Provide minutes of Board of Directors meetings, Committee meetings, and Shareholder meetings, for the past 5 years.
9. Financials – Provide historical financials as well as current YTD and budget through year end. Include tax returns for up to 3 years.
10. Financial Model/Pro Forma – Provide a 5 year proforma financial projection: monthly for year 1, quarterly for year 2, and annually for years 3-5. Please list all substantial assumptions, with particular emphasis on the revenue/pricing portion of the model. Provide “expected”, “under perform (50% of expected)” and “over perform (2X expected)” versions. Yes, we understand everything beyond year 1 is a WAG.

11. Cap Table - Please provide a copy that includes all classes/issues of stock, including all stock options, warrants, and vesting schedules associated with each. Include names of all holders of 5% ownership or more. Include sample copies of stock certificates, warrants and options.
12. Competition - List the top 3 competitors or potential competitors that worry you the most. How successful are they? Growth rate? Revenues?
13. Legal - Articles of Incorporation, By-laws, documents from previous rounds of financing, and any litigation or complaints (past or present).
14. Product or Software Development Roadmap - Please provide the current stage of development, along with plans for future development.
15. Business plan - Include pitch deck, Use of Proceeds statements, and initial details of current offering.
16. Names and contact information of IP counsel, corporate legal counsel, and accountant.

NOTES: Please mark any confidential information as “confidential”, and please do not post it to Box until you have contacted ASC to discuss the need for it.

Please complete all submissions within 7 days of this request.