

# MONTAGE PARTNERS



## Example Company

### Pre-LOI Request List

\*Please note this is an example only, meant to provide owners and management teams with an idea of what data or information could be requested during a sale or growth capital transaction. Actual request lists vary significantly and are specific to each company (and industry). This list assumes a transaction in pre-LOI diligence as of June 2023

Documents Description	Comments
1. Annual income statements, balance sheets, and cash flow statements for 2019-2022	Please provide in excel
2. Annual schedule of non-recurring or non-ordinary expenses for 2019-2022	Please provide in excel
3. Schedule of ownership compensation (salary, bonus, and perks expensed in the income statement) for 2022	Please provide in excel
4. Schedule of non-employed family members' compensation (salary, bonus, and perks expensed in the income statement) for 2022, if applicable	Please provide in excel
5. Monthly income statements, balance sheets, and cash flow statements for January 2022 through the most recent month available	Please provide in excel
6. Annual revenue by customer for 2019-2022	Please provide in excel
7. Annual revenue for 2007-2018, if available	Please provide in excel
8. Annual purchases by supplier/vendor for 2019-2022	Please provide in excel
9. 2023 monthly income statement budget	Please provide in excel
10. Organizational chart or employee census	
11. Capitalization table with owner names and ownership %	
12. Brief written description of the Company's technology stack (CRM, ERP, accounting software, file storage software, etc.)	
13. Written description of any claims or litigation that has been brought or threatened (either orally or in writing) or settled by or against the Company	