

# Attachment A: SC Launch, Inc.

Due Diligence Document Request Checklist / Due Date: **ASAP**

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## **A- Corporate / Organization**

1. Articles of Incorporation or Articles of Organization
2. Bylaws, Stockholder Agreements or LLC Operating Agreement
3. Stockholder Accounts Summary or Capitalization table (breakout of ownership interests)
4. Licensing agreements
5. Patent filings (provisional, utility, design, plant, PCT, etc.), include trademarks and copyrights
6. Contract list – name and phone (customer, vendor, employee, etc.)

## **B- Company and Financial**

1. Executive Summary of Company
2. Current business plan, including detailed sales plan, marketing plan and product development plan
3. YTD and historic financials (past three years) – Profit/Loss, Cash Flow and Balance Sheet. Note: your current balance sheet is required to be included in your final SC Launch board presentation.
4. Six year pro forma financials in attached format. Note: this pro forma is required to be included in your final SC Launch board presentation.
5. Raw financial model including assumptions
6. Corporate investor pitch (PowerPoint)
7. Six, twelve and eighteen month company milestones
8. Current financing needs
9. Detailed description of founders / principals cash investment and use of funds. Investment descriptions must be broken out by individual.
10. Debt owed to founders / principals. Note: this information is required to be included in your final SC Launch board presentation.
11. Equity agreements AND/OR Loan agreements
12. Leasing agreements
13. Outstanding tax liabilities
14. Press releases / articles
15. Competitive business review (competitive landscape)
16. Key contracts, SBIRs, STTRs, etc.
17. Legal Matters (threatened or pending litigation or arbitration; litigation settlements)
18. Exit strategy

## **C- Management**

1. Contact list of management including address, phone and email
2. Resumes or detailed bios of management team
3. Salaries of management / principals. Note: this information is required to be included in your final SC Launch board presentation.
4. Organizational chart
5. Hiring (staffing) plan
6. Employment Agreements (non-competes, confidentiality, assignment of inventions, severance, etc.)
7. Reference list for the company (customers, strategic partners, industry veterans, advisors, etc.)
8. Reference lists for management team (some may be duplicated in requested approve)

## **D- Other**

1. External market research efforts completed
2. Details of concurrent investment(s) underway
3. Investor strategy near term and discussion of potential for long-term funding

## **E- (Current SCL Portfolio Company)**

1. List SC Launch funding milestones - discuss achievements, missed milestones, reason for change in plan
2. Describe benefit of SC Launch funding to SC to-date and anticipated on-going benefit to SC
3. Compare revenue projections to-date from SC Launch funding, describe rationale for major variance
4. Compare employment projections from SC Launch funding to-date, discuss significant deviation