

# Valuation Readiness Checklist

40 essential items across 5 categories to prepare for your valuation engagement.

## Financial Statements

- Income statements (3-5 years)
- Balance sheets (3-5 years)
- Cash flow statements
- Monthly/quarterly P&L
- Year-to-date financials
- Revenue breakdown
- Gross margin analysis
- Operating expenses

## Projections & Forecasts

- Revenue projections (3-5 yrs)
- Expense assumptions
- EBITDA/profit projections
- Capital expenditure plans
- Working capital needs
- Growth drivers
- Market opportunity
- Customer acquisition

## Corporate Documents

- Cap table (fully diluted)
- Articles of incorporation
- Shareholder agreements
- Option pool details
- Financing documents
- Convertible notes/SAFEs
- Board meeting minutes
- Litigation summary

## Business Information

- Company overview/deck
- Product descriptions
- Customer list w/ revenue %
- Key contracts summary
- Vendor relationships
- Team org chart & bios
- Technology/IP overview
- Competitive positioning

## Market & Industry

- Industry overview
- Comparable companies
- Recent M&A transactions
- Market size & growth
- Regulatory notes
- Geographic breakdown
- Competitive landscape
- Industry benchmarks

## Notes

Track progress, questions, and follow-up items for your valuation engagement.

## Ready to get started?

Book a call at [vantagepoint.finance/contact](https://vantagepoint.finance/contact)