

Due diligence documents are easy to create and edit nowadays while using a variety of document editing and design tools such as Google Docs and MS Word. If you want to gather more ideas and examples when preparing your due diligence reports, Template.net provides an eclectic document collection of sample due diligence layout ideas and examples to assist you in structuring your due diligence checklists, reports, and letters.

Due Diligence Ideas and Examples

There are different kinds of [due diligence](#) templates that you can use such as startup due diligence, training due diligence, medical due diligence, operational due diligence, and many other due diligence forms and worksheets on our website. Outline the core points of the due diligence investigation. We have unique design ideas and examples that will surely help you in crafting visually appealing and systematic due diligence.

Outsourcing Due Diligence Ideas and Examples

Are you looking to outsource a department for your company? Perform comprehensive outsourcing due diligence while considering in this process the cultural compatibility, data, customized plans, client success management, and contract obligations. Use a customizable [outsourcing due diligence](#) template like this one when you select the appropriate partner.



Prim Corporation

456 Sunset Avenue, San Diego, CA 30424

primcorporation@email.com | 222 555 7777

OUTSOURCING DUE DILIGENCE CHECKLIST

To: Five Outsourcing	Date Prepared: February 10, 2053
Address: 313 Horizon St., San Diego, CA 30456	Prepared by: Harry Johnson

The following are the required documents from Five Outsourcing as part of Prim Corporation's requirements prior to engaging in transactions:

CORPORATE DOCUMENTS

- Articles of Incorporation
- Corporate By-laws
- Detailed company profile or history

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Commercial Due Diligence Ideas and Examples

Craft a systematic [commercial due diligence](#) document when you inspect a target company from a commercial view. Outline the basic information of your company and your target business for possible mergers and acquisitions (M&A). Inform the requirements needed for the due diligence process such as articles of incorporation, description of the corporate structure together with the other legal entities of the business, list of all jurisdictions of the business firm, long-form certificate of standing, etc.

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COMMERCIAL DUE DILIGENCE



Gates Business Group
565 Asylum Avenue, Danbury, Connecticut 06810
gatesbusinessgroup@email.com | 222 555 7777

COMMERCIAL DUE DILIGENCE

To: Global Business Ventures	Date Prepared: March 10, 2050
Address: 897 Lochmere Lane, Hampton, Connecticut 06256	Prepared by: Nathan Waylon

These are the documents which are hereby requested by Global Business Ventures. All copies of the documents below are hereby certified true copies.

ORGANIZATION OF THE COMPANY

- Description of Corporate Structure Together With the Other Legal Entities of the Company
- Long-Form Certificate of Good Standing
- Articles of Incorporation
- Updated By-Laws of the Company
- List of All Jurisdictions of the Company Where They are Permitted to Do Business
- Updated Minutes of the Meeting Book

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Kitchen Due Diligence Ideas and Examples

One of the fundamental processes that should be undertaken in food safety is due diligence. Prepare a brief and coherent [kitchen due diligence](#) document to help you prove that your food and restaurant business performed critical steps to prevent food safety breaches and to continually evaluate the potential risks in the kitchen. Make things easy and organized while using a simple due diligence template.



TPC Corporation
4376 Holly Street, Athens, Georgia 30606
tpccorporation@email.com | 222 555 7777

KITCHEN DUE DILIGENCE CHECKLIST

To: Hopsy Bistro	Date Prepared: March 20, 2050
Address: 3102 Flint St, Norcross, GA 30092	Prepared by: Therese Park

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The following are the required documents from Hopsy Bistro as part of TPC Corporation evaluation and licensing process:

CORPORATE DOCUMENTS

- Articles of Incorporation
- Corporate By-laws
- Detailed company profile or history
- Corporate strategies

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M&A Due Diligence Report Ideas and Examples

Define the specific activities in a due diligence process in M&A and structure the content in a professionally-designed [M&A due diligence report](#). This document enables a prospective buyer or individual investor to collect and verify relevant information about the target company. Assess and confirm the undisclosed details including the business contracts, financial statements, and personnel of the selling company.

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M&A DUE DILIGENCE REPORT



Pepper Holdings

2525 Elm Drive, New York, New York 10033

pepperholdings@email.com | 222 555 7777

M&A DUE DILIGENCE REPORT

To: Blake Properties	Date Prepared: May 10, 2052
Address: 414 Joes Road, Gloversville, NY 12078	Prepared by: Lyanne Jim

The following are the required documents from Five Outsourcing as part of Prim Corporation's requirements prior to engaging in transactions:

CORPORATE DOCUMENTS

Key Findings

The Articles of Incorporation is has not been updated for the ten years. New state statutes were not incorporated in the documents.

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Project Due Diligence Ideas and Examples

Create a [project due diligence](#) checklist and letter while performing due diligence on your project. Let the seller know about the required corporate documents for this process. For example, tell them that you need all copies of these documents: articles of incorporation, detailed company profile or history, and minutes of board meetings.

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Parton Insurance
3701 Barnes Street, Orlando, Florida, 32805
partoninsurance@email.com | 222 555 7777

PROJECT DUE DILIGENCE CHECKLIST

To: HS Construction Firm	Date Prepared: March 10, 2053
Address: 563 Arbutus Dr, Sunrise, FL 33323	Prepared by: Barry Johnson

The following are the required documents from HS Construction Firm as part of Parton Insurance insurance grant process:

CORPORATE DOCUMENTS

- Articles of Incorporation
- Corporate By-laws
- Minutes of board meetings
- Detailed company profile or history



Contract Due Diligence Ideas and Examples

Before entering into any business agreement or contract with another business firm, you need to conduct a due diligence process and make a [contract due diligence](#) document. It guides you in confirming and verifying major information during the discussion of the business transaction. Select the proper colors, font styles, sizes, and formats when you prepare this document.



Global Companies

2493 Brannon Street, Los Angeles, California 90071

globalcompanies@email.com | 222 555 7777

CONTRACT DUE DILIGENCE

To: PST Group of Companies	Date Prepared: September 20, 2052
Address: 2334 Alfred Drive, Corona, New York 11368	Prepared by: Adrienne Svenson

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General Information

Key Findings

The copy of the Articles of Incorporation was returned for the signature of the Board of Directors. The document was returned after three (3) days.

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Legal Due Diligence List Ideas and Examples

A [legal due diligence request list](#) is a list used when performing a thorough legal due diligence investigation in connection with the acquisition of a private business entity. Indicate in the checklist that you need corporate documents for the due diligence analysis. Some examples of corporate documents used in this process are building permits, shareholder certificates, local or state business licenses, occupational licenses, tax registration files, power of attorney documents, and former or current legal cases.



GVN, Inc.
2364 Bernardo Street, Polk City, Florida 33868
gvninc@email.com | 222 555 7777

LEGAL DUE DILIGENCE CHECKLIST

To: Crane Technologies	Date Prepared: July 10, 2050
Address: 787 Meadow Lane, Hazelton, PA18201	Prepared by: Richard Burr

GVN, Inc. requires the following list of legal due diligence prior to licensing Crane Technologies:

CORPORATE DOCUMENTS

- Articles of Incorporation
- Corporate By-laws
- Minutes of board meetings
- Detailed company profile or history

OWNERSHIP AND CONTROL OF THE COMPANY

- Capitalization of the Company

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Financial Due Diligence Ideas and Examples

Design a modern [financial due diligence checklist](#) when you conduct a due diligence analysis of your target company's audited financial records, assets and liabilities, balance sheets, cash flows, capital expenditures, and financial projections. Apply compelling colors and font styles in your due diligence checklist and select the proper due diligence checklist template that reflects your brand identity. Include in the form or checklist these essential factors that need to consider such as valuation, maintenance, accounts payable, debt, leases, and utilization.



Dike Equities

834 NE. Stonybrook St., Santee, CA 92071

dikeequities@email.com | 222 555 7777

FINANCIAL DUE DILIGENCE CHECKLIST

To: Rae Corp.	Date Prepared: September 21, 2020
Address: 8668 Birchpond Ave., Baldwin Park, CA 91706	Prepared by: Lisa Anderson

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ANNUAL AND QUARTERLY FINANCIAL INFORMATION FOR THE PAST THREE YEARS

- Income statements, balance sheets, cash flows, and footnotes
- Planned versus actual results
- Management financial reports
- Breakdown of sales and gross profits by: product type
- Channel
- Geography

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Real Estate Due Diligence Ideas and Examples

As a collaborative process initiated prior to building acquisitions, land purchases, and other deals, investors performing due diligence must use a preliminary checklist, site underwriting checklist, and a minimalist [real estate due diligence checklist](#). These checklists are beneficial tools to illuminate potential risks and to take a deep dive into the legal and financial conditions of the other party. Real estate investment management teams and real estate analysts need to use this checklist like the one below to make sure that no minor information slips through the cracks.

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Bancroft Companies

930 Cook Hill Road, Norwalk, Connecticut 06854

bancroftcompanies@email.com | 222 555 7777

REAL ESTATE DUE DILIGENCE CHECKLIST

To: Wyatt Real Estates	Date Prepared: August 10, 2050
Address: 3559 Raoul Wallenberg Place, New London, Connecticut 06320	Prepared by: Elias George

These documents are hereby furnished to the requesting company upon their request.

PROPERTY DOCUMENTS

- Land Titles
- Tax Declaration From the Assessor's Office
- Real property Tax Clearance From the Office of the Treasurer



Technology Due Diligence Ideas and Examples

Structure a basic [technology due diligence checklist](#) to assist you in getting a broad picture of risks in various areas and in making well-informed financial planning decisions while establishing an IT startup or developing a user-friendly app. This document helps you in verifying a tech startup or a digital product, and all tech-related information including the architecture, code quality, licensing, and security of the product. Indicate the significant factors in the checklist such as the tech strategy, platform, architecture, applications, IT infrastructure, and many others.

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TECHNOLOGY DUE DILIGENCE CHECKLIST



LUCA WAYNE CORP.

54 Edgefield Court, San Jose, CA 95116

lucawaynecorp@email.com | 222 555 7777

TECHNOLOGY DUE DILIGENCE CHECKLIST

To: Hard Rock Inc.	Date Prepared: September 21, 2050
Address: 796 Green Hill Street, Garden Grove, CA 92840	Prepared by: Jennifer Serato

SYSTEM ARCHITECTURE

- What's the overall architecture of the system?
- Is it well-documented?
- Is it easily understood?
- Does it use industry-standard components?
- Are there many vendors (e.g. AWS, Azure, etc.)?
- What's the next architectural change?

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FAQs

What do you check during due diligence?

When analysts conduct the due diligence process, they check the economic, financial, fiscal, and legal aspects of a company, organization or individual.

Why is it important to conduct due diligence?

It is important to conduct due diligence because it guides business firms, investors, and organizations to have a clear understanding of the nature of a business deal, the potential risks or problems involved, and to make sure whether the deal is suitable for them or not.

Can you negotiate after due diligence?

You can have a realistic negotiation after the due diligence or inspection period.

Who does due diligence when buying a business?

The buyer or investor is responsible for conducting due diligence.

What does due diligence mean when buying a property?

Due diligence means that you have the opportunity to perform a careful inspection of the property and check essential details before the completion of the transaction.

How does due diligence assist the buyer?

Due diligence is a crucial tool that assists the buyer by verifying the information of the seller concerning their business contracts and finances, checking the possible risks and compliance, investigating the claims of the seller, and envisioning whether the business deal or agreement integrated well with their investment plans.

What happens at the end of the due diligence period?

When the buyer or investor reaches the end of the due diligence period, the buyer or investor may decide to accept the transaction or reject the deal based on the result of the due diligence process.

When is due diligence performed?

Due diligence is performed before going into a business transaction or contract.

Who needs due diligence?

All companies, firms, institutions, individual investors, and organizations need due diligence.

What is standard due diligence?

Standard due diligence is a level of due diligence used where there exists a possibility of risk in certain situations as it requires you to collect information about your customer and their identity.