

DUE DILIGENCE REPORT TEMPLATE: M&A

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This template is intended to combine the results of the summaries of each business area into a high-level report to help decide how to deal with a proposed deal after due diligence is complete. Use the appendix section to add supporting documentation and any long notes.

TARGET COMPANY	
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RECOMMENDATION	
	Move forward with original offer
	NOTES:
	Propose the following changes
	NOTES:
	Terminate deal
	NOTES:

FINANCIAL	
KEY FINDINGS	
POSITIVES	
NEGATIVES	
SWOT ANALYSIS SUMMARY	

TECH AND IP	
KEY FINDINGS	
POSITIVES	
NEGATIVES	
SWOT ANALYSIS SUMMARY	

CUSTOMER/SALES/SUPPLIERS

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**STRATEGIC FIT**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**MATERIAL CONTRACTS**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**EMPLOYEE/MANAGEMENT**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY

LITIGATION/LEGAL

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**TAXES**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**ANTITRUST AND REGULATORY**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**INSURANCE**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY

GENERAL CORPORATE MATTERS

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**ENVIRONMENTAL ISSUES**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**RELATED PARTY TRANSACTIONS**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**PROPERTY**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY

MARKETING

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**COMPETITIVE LANDSCAPE**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**OTHER**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY**OTHER**

KEY FINDINGS

POSITIVES

NEGATIVES

SWOT ANALYSIS
SUMMARY

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