

Due Diligence – Reduce Risk Buy the Right Business for the Right Price

Contents of this book:

1. Due Diligence
2. Why is Due Diligence Conducted?
3. The Facts
4. How to Reduce Risk
5. Example Case: How to Lose \$500,000 in six months
6. What is Due Diligence?
7. Due Diligence Analysis
8. What steps are necessary in the process of Due Diligence?
9. What are we looking for?
10. Offer the Purchase
11. Lets get started
12. Confidentiality
13. The Road to the Truth
14. Resources
15. Steps
16. Preliminary Client Meeting – base line preparation
17. First Option
18. Training in Option 1
19. Case Study – Business Analysis on a Café
20. Second Option
21. Gathering and Investigation Process
22. Security
23. What you will investigate
24. Provide the Initial Documents
25. The Process of Due Diligence
26. Financials
27. Verification
28. What the accountant will need?
29. Bank Statements
30. The Balance Sheet
31. The Investigation
32. Inventory
33. Furniture and Equipment
34. Liabilities
35. Pro-Forma
36. Banking
37. Sales
38. Interview with Staff
39. Marketing



40. Employees
41. Technology and Systems
42. Competition Analysis
43. Customers Suppliers
44. Contracts
45. Customer Agreements
46. Supplier Contracts
47. Insurance Policies
48. Leases
49. Location
50. Be Careful
51. Legal & Corporate Issues
52. Corporate Documents of the company and subsidiaries
53. Material Contracts and Agreements
54. Litigation
55. Employees and Related Parties
56. Gathering Data
57. Look outside the Box
58. Become someone else
59. Putting it all together
60. Analysing the Data
61. Produce Report and make Recommendations
62. Practical Case Study
63. Group Exercise
64. The Business
65. Task 1 – Preliminary Preparation
66. Task 2 – Gathering Data and Investigations
67. Task 3 – Analyse Data
68. Task 4 – Producing Report and Recommendations
69. Appendix 1: Fro Labah Café Profit and Loss Statement
70. Appendix 2: Fro Labah Café Due Diligence Report

