

## STEP 9: Close the Deal

### Action Items

#### Checklist

	Status?	Target Date?	Responsibility?
<b>Take a careful look at the deal that is on the table, considering:</b> <ul style="list-style-type: none"> <li>• your company's future;</li> <li>• the financial arrangements and their effect on your company; and</li> <li>• the level of trust and positive chemistry you feel underlie the deal.</li> </ul>			
<b>Have an outside expert or advisor review the deal with your interests in mind.</b>			
<b>Review legal and contractual obligations:</b> <ul style="list-style-type: none"> <li>• go through the legal agreements with a fine-tooth comb, and with expert advice;</li> <li>• review government and regulatory requirements; and</li> <li>• consider the effects of the deal on existing contracts.</li> </ul>			
<b>Prepare for the due diligence review, assembling necessary documents and support for:</b> <ul style="list-style-type: none"> <li>• financial review;</li> <li>• market review;</li> </ul>			



<ul style="list-style-type: none"><li>• management review; and</li><li>• operations and technical review.</li></ul>			
<b>Conduct your own review of the investor.</b>			
<b>Work toward establishing a good ongoing relationship with the investor.</b>			