

DEAL TEMPLATE FOLDER STRUCTURE

Pharma Company Acquires Biotech Firm



1. Executive Summaries

- 1.1. Confidential Information Memorandum
 - 1.1.1. Confidential Information Memorandum.pdf
- 1.2. Deal Overview
 - 1.2.1. Deal Summary & Highlights.pdf
 - 1.2.2. Deal Structure & Terms.pdf
 - 1.2.3. Key Players & Stakeholders.pdf - 1.2.4. Timelines & Important Dates.pdf
- 1.3. Pitch Deck Materials
 - 1.3.1. Original Pitch Deck.ppt
 - 1.3.2. Updated Pitch Deck (if any).ppt
 - 1.3.3. Supplementary Materials (videos, brochures, etc.).zip
 - 1.3.4. Q&A from Pitch Sessions.pdf

2. Contracts

- 2.1. Client Contracts
- 2.2. Vendor Agreements
- 2.3. Real Estate Leases & Purchases
- 2.4. Mergers & Acquisitions

3. Corporate Governance

- 3.1. Holding Company
 - 3.1.1. Board Resolutions & Minutes - 3.1.2. Shareholders' Agreements
 - 3.1.3. Articles of Incorporation
- 3.2. Operating Subsidiaries
 - 3.2.1. Bylaws & Charters
 - 3.2.2. Organizational Charts
 - 3.2.3. Subsidiary Specific Contracts
- 3.3. Foreign Subsidiaries
 - 3.3.1. Entity-specific Governance Docs
 - 3.3.2. Foreign Regulatory Compliance
 - 3.3.3. Foreign Tax Documents

4. Claims, Disputes, and Litigation

- 4.1. Ongoing Litigation
- 4.2. Historical Litigation
- 4.3. Dispute Resolutions & Mediations

5. Finance

- 5.1. Financial Information
 - 5.1.1. Current & Historical Financial Statements.xlsx
 - 5.1.2. Projections.xlsx
 - 5.1.3. Schedules of Property and Equipment.xlsx

- 5.2. Tax Information
 - 5.2.1. Federal Tax Return Filings.pdf - 5.2.2. State Tax Return Filings.pdf
- 5.3. Financings
 - 5.3.1. Bridge Loan
 - 5.3.2. Promissory Notes
 - 5.3.3. A Round
 - 5.3.4. B Round
 - 5.3.5. C Round
- 5.4. Notes and Borrowings
 - 5.4.1. Short-Term Notes
 - 5.4.2. Long-Term Borrowings
- **6. Government and Regulatory**
 - 6.1. Compliance Certificates
 - 6.2. Regulatory Filings
 - 6.3. Health & Safety Standards
- **7. Human Resources**
 - 7.1. Employee Data
 - 7.1.1. Organizational Charts.ppt
 - 7.1.2. Employee Compensation.xlsx
 - 7.1.3. Employment Agreements.pdf
- **8. Intellectual Property**
 - 8.1. Patents
 - 8.1.1. Design Patents
 - 8.1.2. Patent Applications
 - 8.1.3. Patent Dockets
 - 8.1.4. Patents Granted - 8.1.5. Patents Licensed
- **9. Marketing, Brand, and Product**
 - 9.1. Brand Strategy & Positioning
 - 9.2. Product Roadmaps
 - 9.3. Market Research & Insights
 - 9.4. Sales Information
 - 9.4.1. Sales Reports by Customer and Product Line.xlsx
 - 9.4.2. Sales Incentive Plans.pdf - 9.5. Marketing Information
 - 9.5.1. Marketing Plan.ppt
- **10. Technology**
 - 10.1. Software
 - 10.1.1. Proprietary Software
 - 10.1.2. Third Party Licensed Software - 10.1.3. Open Source Software

11. Assets

- 11.1. Listing of Assets
 - 11.1.1. Real Estate Documents.pdf
 - 11.1.2. Capital Expenditures.xlsx
 - 11.1.3. Inventory.pdf
 - 11.1.4. Furniture, Fixtures, and Equipment.pdf
- 11.2. Environmental Studies
 - 11.2.1. Phase 1 Studies.pdf
 - 11.2.2. Phase 2 Studies.pdf

12. Additional

- 12.1. Insurance Documents
 - 12.1.1. Insurance Policies.pdf
 - 12.1.2. Insurance Claims.pdf
- 12.2. Privacy & Data Security
 - 12.2.1. Privacy Policies.pdf
 - 12.2.2. Data Security Protocols.pdf
- 12.3. IT Systems & Networks
 - 12.3.1. Network Architecture.pdf
 - 12.3.2. Software Licenses.pdf
 - 12.3.3. IT Compliance.pdf