Company Intake Checklist

What we ask for before our first working session together.

GETTING STARTED

This is the information we ask every prospective client to gather before our first working session. It shortens the runway between introduction and a live capital strategy considerably.

01 Corporate Overview

- [ ] Legal entity name, structure, and jurisdiction of incorporation
- [ ] Date founded and brief history of the company's evolution
- [ ] Current capitalization table, fully diluted
- [ ] Prior financing history — rounds, amounts, investors, and instruments used
- [ ] Existing board composition and any observer or information rights currently in place

02 Financial Snapshot

- [ ] Trailing 12–24 month financial statements (P&L, balance sheet, cash flow)
- [ ] Current cash position and monthly burn rate
- [ ] Forward financial model or, at minimum, a stated revenue and expense trajectory
- [ ] Outstanding debt, convertible instruments, or contingent liabilities

03 The Raise

- [ ] Target raise amount, or a range with rationale for each level
- [ ] Intended use of proceeds, tied to specific operational milestones
- [ ] Preferred instrument and any hard constraints on valuation or structure
- [ ] Target timeline and any external factors driving that timeline

04 Market & Positioning

- [ ] Current investor deck, or the most recent version available
- [ ] A short list of the three to five investors or partners already in conversation, if any

  This helps us avoid duplicate outreach and preserve relationships already in motion.

- [ ] **Named competitors and how the company positions against them**
- [ ] **Any regulatory, partnership, or manufacturing dependencies relevant to the raise**

05 Team

- [ ] **Leadership bios and organizational chart**
- [ ] **Key hires planned as part of the raise, if any**

WHAT HAPPENS NEXT

Once received, we typically return an initial positioning assessment and a proposed engagement structure within five to seven business days.

Not every item needs to be complete before our first conversation — but the more of this that exists in advance, the sooner we can move from introduction to an active mandate.