ONLINE DATA ROOM DUE DILIGENCE CHECKLIST

This checklist contains documents and information related to the online data room setup that a seller might request from a buyer.

ONLINE DATA ROOM	OWNER	COMPLETE?	DATE OF COMPLETION	NOTES
The target company should open up the online data room to the buyer as early in the process as possible (at the latest, when the letter of intent is signed).				
The data room should be organized to match the due diligence checklist to allow cross-referencing of documents.				
The data room should have a logical structure and a full text search function.				
New documents added to the data room should be marked and/or generate email notifications.				
The data room should permit bookmarking documents.				
The buyer should be able to print (unless security concerns preclude doing so).				

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.