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A data room investors trust

Build it before the first investor call, not after the term sheet. Investors judge the company by how fast they can find things.

01 · COMPANY

- [ ] Certificate of incorporation and bylaws
- [ ] Cap table, fully diluted
- [ ] Board minutes, last 24 months

02 · FINANCIALS

- [ ] Monthly management accounts, last 24 months
- [ ] Audited or reviewed annual accounts
- [ ] Budget vs actuals, this year
- [ ] 13-week cash forecast
- [ ] The financial model, with its assumptions

03 · REVENUE

- [ ] Customer list with revenue by customer
- [ ] Top 10 customer contracts
- [ ] Retention and cohorts
- [ ] Pipeline by stage

04 · TEAM

- [ ] Org chart
- [ ] Key employment contracts
- [ ] Option plan and grants

05 · LEGAL AND IP

- [ ] IP assignments from founders and staff
- [ ] Material contracts and leases
- [ ] Disputes, past and pending

06 · TAX AND COMPLIANCE

- [ ] Tax filings, last three years
- [ ] Sales tax and payroll registrations
- [ ] Insurance policies

Three habits

Name every file the same way: `02.3 Budget vs actuals 2026.pdf`

Keep a Q&A log, so every answer is written once.

Add documents as they're asked for, then move them into the right folder.