

Sample Data Room Folder Structure

Standard folder organization for lower middle market M&A transactions.
13 parent folders, 63 subfolders. Customize to fit your deal.

1. Business Overview

4 subfolders

- 1.1 Executive Summary
- 1.2 Business Model
- 1.3 Market Analysis
- 1.4 Strategic Plans

2. Corporate

5 subfolders

- 2.1 Articles of Incorporation
- 2.2 Shareholder Agreements
- 2.3 Corporate Structure
- 2.4 Meeting Minutes
- 2.5 Board Resolutions

3. Financial Information

5 subfolders

- 3.1 Financial Statements
- 3.2 Audits & Reviews
- 3.3 Tax Documents
- 3.4 Budget & Forecasts
- 3.5 Debt & Financing Agreements

4. Human Resources

5 subfolders

- 4.1 Employee Contracts
- 4.2 Employee Handbook
- 4.3 Compensation & Benefits
- 4.4 Organizational Chart
- 4.5 Key Employee Agreements

5. Sales

5 subfolders

- 5.1 Customer Contracts
- 5.2 Sales Pipeline
- 5.3 Pricing Strategy
- 5.4 Revenue Recognition Policies
- 5.5 Key Accounts

6. Operations

5 subfolders

- 6.1 Supply Chain Management
- 6.2 Inventory Reports
- 6.3 Production Plans
- 6.4 Vendor Contracts
- 6.5 Logistics

7. Marketing

5 subfolders

- 7.1 Marketing Strategy
- 7.2 Branding Guidelines
- 7.3 Advertising Campaigns
- 7.4 Market Research
- 7.5 Partnership Agreements

8. Product and Technology

5 subfolders

- 8.1 Product Development Roadmap
- 8.2 Technology Architecture
- 8.3 Intellectual Property
- 8.4 R&D Reports
- 8.5 Software Licenses

9. Legal Contracts

5 subfolders

- 9.1 Customer Contracts
- 9.2 Vendor Agreements
- 9.3 Partnership Agreements
- 9.4 Litigation Documents
- 9.5 Compliance Certificates

10. Insurance

5 subfolders

- 10.1 Insurance Policies
- 10.2 Claims History
- 10.3 Risk Assessments
- 10.4 Liability Coverage
- 10.5 Property Insurance

11. Intellectual Property

5 subfolders

- 11.1 Patents
- 11.2 Trademarks
- 11.3 Copyrights
- 11.4 Trade Secrets
- 11.5 IP Litigation

12. Dispute and Litigation

5 subfolders

- 12.1 Ongoing Litigation
- 12.2 Settlements
- 12.3 Regulatory Investigations
- 12.4 Legal Correspondence
- 12.5 Historical Disputes

13. Other Company Materials

5 subfolders

- 13.1 Miscellaneous Reports
- 13.2 Press Releases
- 13.3 Company Newsletters
- 13.4 Community Relations
- 13.5 Corporate Social Responsibility