YOUR  
LOGO

**COMPANY NAME**

PRIVATE EQUITY DUE DILIGENCE PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your private equity transaction due diligence. Our due diligence process is designed to uncover key risks and value levers, enabling informed investment decisions and post-close strategies.  
  
This proposal outlines our approach, scope, and deliverables for comprehensive due diligence.

# Project Objectives

The primary objectives of this due diligence engagement are:  
  
- Validate the target company’s financial, operational, and commercial integrity  
- Identify red flags, legal risks, and compliance concerns  
- Assess growth potential and market position  
- Provide actionable insights for negotiation and post-close value creation

# Proposed Services

Our due diligence services include:  
  
- Financial due diligence (quality of earnings, working capital, debt, and cash analysis)  
- Operational and IT infrastructure assessment  
- Commercial due diligence (market trends, customer analysis, competition)  
- Legal and regulatory red flag review  
- ESG, tax, and HR due diligence (optional, as required)

# Scope of Work

Scope includes:  
  
- Access to data room and review of key financials and contracts  
- Interviews with management and external partners (as permitted)  
- Comparative benchmarking and industry analysis  
- Draft and final due diligence report with risk and opportunity summary

# Timeline

Proposed due diligence timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Target Date |
| Kickoff | Engagement launch and access to data room | [Start Date] |
| Initial Review | Preliminary financial and commercial findings | [Date] |
| Interviews & Analysis | Meetings and deeper analysis of key areas | [Date] |
| Final Reporting | Delivery of final diligence report | [Completion Date] |

# Pricing

Estimated cost breakdown for due diligence services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Fee |
| Financial Diligence | QoE, working capital, debt analysis | [Amount] |
| Operational Review | Processes, systems, and scalability | [Amount] |
| Commercial Assessment | Market sizing, competitor benchmarking | [Amount] |
| Legal / ESG (Optional) | Regulatory review, ESG or HR screening | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a financial advisory and due diligence firm trusted by private equity sponsors and strategic buyers.  
  
- Experience: [X] years supporting middle-market M&A transactions  
- Expertise: Buy-side diligence, growth-stage evaluation, and carve-outs  
- Mission: To empower investors with clarity, rigor, and confidence in every deal

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Buy-side diligence for healthcare platform roll-up  
- Outcome: Identified $3M in over-reported revenue and led to 15% purchase price reduction  
  
Testimonial:  
“[Your Company Name] delivered fast, detailed insight. They helped us avoid major surprises and supported a smoother closing.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% upon project kickoff, 50% upon delivery of final report.  
Client Responsibilities: Provide timely data room access and management availability.  
Adjustments: Additional scope items or delays may be quoted separately.

# Acceptance

To approve this Private Equity Due Diligence Proposal and initiate the engagement, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_