

Buyside M&A Planning Worksheet



What are your strategic goals? (Check any that apply.)

GROWTH

- Increase market share
- Diversify customer base
- Accelerate time to market
- Diversify product lines
- Diversify geographic reach

KEY ASSETS

- Intellectual property (R&D)
- Talent
- Physical assets

OTHER

- Defensive move
- Economies of scale

What are key elements you want to *avoid*? (Circle and complete any that apply.)

- Geographic regions: including/excluding: _____

- Turnaround (restructuring) underway or needed
- Negative margins: below _____%
- Revenue concentration: top _____ customers more than _____% of revenue
- Existing management plans to retire

What are your size constraints?

- Equity dilution: willing to offer up to _____% of your company
- Cash/debt: can sustain up to _____ for a cash purchase*
**not counting extra debt leverage on the acquired company*

Integration preference?

- Integrate the acquisition into your current business
- Run the acquisition as an independent company

Given the above interests and constraints, do you have any targets in mind?

How are you planning on finding targets?

- Direct outreach to select targets
- Buyside advisor/buyside finder
- Online marketplace (like Axial)
- Direct networking with bankers and brokers

What timeline do you have in mind for your next acquisition?

- Within 6 months
- Within a year
- Beyond a year

Define your team

Role	Name
Who will find your targets?	
Who will be your lead negotiator? (setting structure, valuation, etc)	
Due diligence leads	
Legal diligence	
Financial diligence	
Technical/engineering diligence	
Sales/marketing diligence	
HR diligence	
Who will lead integration planning and execution?	
Who will lead external messaging?	
If you are listed above, who is going to cover for your normal activities?	