

DiligenceVault

The DOs and DON'Ts of Creating a DDQ

2023 HOLIDAY EDITION

TWO PAGER



The DOs & DON'Ts of Creating A Due Diligence Questionnaire

DOs

- ✓ Leverage industry standards, think of them as your guiding North Star!
- ✓ Organize your questions, and categorize by functions and firm vs. product for a smoother ride
- ✓ Structure your questions smartly for quicker responses
- ✓ Embrace digital resources for a hassle-free experience
- ✓ Use modern, delightful colors for a pleasant review experience

DON'Ts

- ✗ If using Excel, avoid merging cells
- ✗ If using Excel, avoid locked cells - freedom is the key
- ✗ In Word, avoid table inside a table - Keep it simple for easy answers
- ✗ Excel rookies, no macros, please! They can create icy issues for your managers
- ✗ Say goodbye to old Word or Excel versions! It's the new digital-age, after all



The DOs & DON'Ts of Creating A Due Diligence Questionnaire

DOs

- ✓ Start with Industry Standards: Like finding gifts on a wishlist
- ✓ Search Your Library: Use a clean and **complete content DDQ library** wisely for a smoother sleigh ride
- ✓ Dive Deep in Answers: Provide thorough explanations and responses!
- ✓ Add Context with Footnotes: Because full context is the present investors really want
- ✓ Don't forget the legal tinsel - add the necessary disclaimers
- ✓ Ensure fonts are as clear as a starry winter night

DON'Ts

- ✗ No typos, please! Let's keep it all tidy and bright
- ✗ Conflicting data - not on Santa's nice list!
- ✗ Skip the marketing language! Investors prefer honest and precise answer
- ✗ Do not refer to another file "Please refer to DDQ on our investor portal"
- ✗ Avoid copy and paste from different sources, like regifting from 2022
- ✗ Don't rely on cryptic / machine generated file names