Data Room Index Template

Folder structure for a Series A (or any) due diligence process

Context: The structure I used to build and maintain a startup's data room through a Series A. Investor names and documents removed; standard contents listed for each folder.

How It's Organized

- **Lettered core folders (A to H)** hold the company's standing records, in the order investors usually review them
- **Per-investor request folders** hold documents prepared for one firm's diligence list, so requests stay traceable and nothing confidential is shared more widely than needed
- **A closing folder** holds final transaction documents
- **Archive folders** hold superseded versions, so the core folders only ever show the current document

Folder Index

Folder	Typical contents
A. Business Overview	Pitch deck, executive summary, company one-pager, product overview, key metrics summary
B. Corporate	Formation documents, certificate of incorporation, bylaws, cap table, equity plan and grants, good-standing certificates
C. Board / Shareholder	Board minutes and consents, shareholder agreements, prior financing documents, investor updates
D. Legal / Contracts	Customer agreements, vendor and partner contracts, NDAs and BAAs, IP assignments, litigation summary (if any)
E. Finance	Historical financial statements, budget, forecast and model, bank statements, tax filings, AR/AP summaries
F. Market	Market sizing, competitive landscape, industry research, regulatory context
G. Sales and Marketing	Pipeline summary, customer list and concentration, case studies, pricing, marketing materials
H. Human Resources	Org chart, headcount and roster, compensation summary, offer and contractor templates, handbook and policies, benefits summary

Folder	Typical contents
Closing	Term sheet, definitive agreements, signature pages, closing checklist
X: [Investor] Requests	One folder per firm: their diligence list and the documents prepared in response
Z. Platform folders / ZZ. Archive	Data room platform exports and superseded versions

Optional addition: an **I. Security and Compliance** folder (SOC 2 report, security policies, vendor risk summary) answers a common healthcare and enterprise diligence request before it's asked.

Operating Rules

- One owner for the data room; every upload goes through them
- File naming: [Folder letter]_[Document]_[YYYY-MM]
- Current version only in core folders; everything else in the archive
- A diligence tracker for each investor: request, owner, status, date sent
- Access by firm and by folder; review access before and after the raise
- Keep it current between raises, so the next one starts mostly done instead of from zero

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