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DES MOINES, IOWA



# Raising Capital Seminar

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# RAISING CAPITAL SEMINAR

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# Managing the Close

Joe Leo



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# Managing the Closing

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- Set expectations for a close date.
- Set expectations with all parties who need to sign paperwork.
- Make sure everyone understands their role and deadlines.
- This requires time and organization to keep the close on track

# Create a Closing Checklist

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- Need an entry for each investor.
- List each of the documents that need to be signed and any information you need from investors.
- Don't forget to get W9 forms for LLCs.

# Organize Your Files After the Close

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- At the end of the close, update your document receptacle.
- Need to make sure you have the subscription agreements and other documents from each investor.
- Update the cap table and issue share certificates.