

Wineyard Cellars LLC

trading as Wineyard

Data Room Index

As of 2026-10-06

Fiscal year ends Dec · figures in USD · 38 items · 21 to gather

Numbered the way YC's Series A diligence checklist and counsel's request lists are

Sample built from a demo company. Not a filing. Review every figure with your accountant.

BUSINESS MODEL	INDUSTRY	FOUNDED	WEBSITE
Retail / E-commerce	Estate winery and wine club	2019	https://wineyard.example
UNITS OUTSTANDING	ACCOUNTING METHOD	PRINCIPAL ADDRESS	PREPARED
1,000,000	Accrual	4410 Westside Road, Healdsburg, CA 95448	Oct 6, 2026
PREPARED WITH			
Replafin			
CONFIDENTIAL			

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What a diligence request asks for, and where it stands

PRODUCED BY THE PLATFORM 8	RECORDED ON THE PLATFORM 9	TO GATHER 21	ITEMS 38
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Organise the data room in these sections with these reference numbers; investors' counsel work from a list in this shape and the numbering keeps the question-and-answer log tidy. Items marked as produced are exported from Filings & Tax; recorded items have their facts on the platform but need the signed originals uploaded.

REF	ITEM	STATUS	WHERE IT COMES FROM
CORPORATE			
1.1	Certificate of incorporation / formation and all amendments	Gather	From the state; investors read the authorised share count and preferred terms here.
1.2	Operating or partnership agreement	Gather	Current version with every amendment.
1.3	Board and stockholder consents and minutes	Produced here	Governance pack: drafts for each period; the signed originals go in the minute book.
1.4	Good-standing certificates and annual reports	Recorded on the platform	The compliance calendar dates the annual report; order a good-standing certificate before any closing.
1.5	Foreign qualifications (states where the company operates)	Gather	Employees or an office in another state usually mean qualifying there.
1.6	Certificates of designation and charter amendments for each preferred series	Recorded on the platform	Preferred terms are recorded on the Cap Table page; the filed certificate comes from the state.
1.7	Subsidiaries and affiliates: organisation chart and formation documents	Gather	Or a statement that there are none; the platform models one entity.
CAPITALIZATION			
2.1	Capitalization table (fully diluted) and pro-forma	Produced here	Capitalization table document; keep the Cap Table page current.
2.2	Stock purchase agreements, 83(b) elections and vesting schedules for founders	Recorded on the platform	Proof of each 83(b) filing (certified-mail receipt or IRS acknowledgement).
2.3	SAFEs, convertible notes and side letters	Gather	0 instruments recorded on the Cap Table page; upload the signed documents.
2.4	Equity incentive plan document, form of award agreement, and the board and stockholder approvals of the plan	Recorded on the platform	The pool is recorded on the Cap Table page; the plan itself and its approvals come from counsel.
2.5	Option grants: grant notices, exercise prices, vesting and the board approval of each	Gather	Every grant needs a board resolution and a 409A valuation in force; the governance pack drafts the resolution.
2.6	Warrants, rights of first refusal and other rights to acquire stock	Gather	Including warrants to lenders or landlords; the fully diluted count on the Cap Table page should include them.
2.7	409A valuation reports	Gather	Each report and the grants priced on it.

REF	ITEM	STATUS	WHERE IT COMES FROM
2.8	Form D filings and state notices for every round	Gather	The compliance calendar lists them 15 days after each first sale.
FINANCIAL			
3.1	Annual and quarterly financial statements	Produced here	Annual report, quarterly report and statements pack: all four statements with notes.
3.2	General ledger, trial balance and bank reconciliations	Produced here	General ledger & trial balance document plus the journal exports; bank reconciliations come from the accounting system.
3.3	Budget vs actual and the current-year budget	Produced here	Budget vs actual document; the board-approved budget is in the governance pack.
3.4	Financial model and projections	Produced here	This workspace: export the statements pack and share the model's assumptions.
3.5	Board packs and investor updates	Produced here	One per period from Filings & Tax.
3.6	Debt agreements and liens	Recorded on the platform	Loan agreements, covenants and UCC searches.
TAX			
4.1	Federal and state income tax returns (three years)	Gather	The tax worksheet feeds each year's return; file the signed returns and IRS acknowledgements here.
4.2	Payroll tax filings (941, 940, W-2s) and sales tax returns	Gather	From the payroll provider and the state portals.
4.3	Tax ID, elections (S corporation, LLC classification) and QSBS support	Gather	The EIN letter, Form 2553 or 8832 acceptance, gross-asset records at each issuance.
COMMERCIAL			
5.1	Customer contracts and the ten largest accounts	Gather	Master agreements, order forms, renewal terms, concentration.
5.2	Supplier and vendor agreements	Gather	Anything with exclusivity, minimum commitments or change-of-control clauses.
5.3	Related-party agreements with founders, officers, directors and their affiliates	Gather	Loans either way, a lease from an owner, consulting agreements; or a statement that there are none.
5.4	Government grants, loans and tax incentives	Gather	Award letters, reporting duties and any clawback or security interest.
5.5	Real-property leases, subleases and landlord consents	Recorded on the platform	Rent is modelled month by month; upload the lease and its amendments. A lease longer than twelve months goes on the balance sheet under ASC 842 by a preparer.
5.6	Key metrics and pipeline	Produced here	Investor update and board pack carry the metrics; export the pipeline from the CRM.
INTELLECTUAL PROPERTY			
6.1	IP assignment agreements from every founder, employee and contractor	Recorded on the platform	Missing assignments are the most common diligence finding.
6.2	Trademarks, patents, domain names and open-source policy	Gather	Registrations, applications and the licence list of the codebase.
PEOPLE			

REF	ITEM	STATUS	WHERE IT COMES FROM
71	Offer letters, employment agreements, PIAs and contractor agreements	Gather	Including the classification basis for each contractor.
72	Employee census and compensation	Recorded on the platform	Roles and pay from the plan's payroll roster; the census with start dates comes from payroll.
73	Benefit plans, handbook and any claims	Gather	
LEGAL			
8.1	Litigation, disputes, regulatory correspondence	Gather	Or a statement that there are none.
8.2	Insurance policies (D&O, general liability, cyber)	Gather	
8.3	Privacy policy, terms of service and data-processing agreements	Recorded on the platform	

A standard early-stage request list; a Series A or an acquisition adds sections (environmental, real estate, export control, regulatory) that a lawyer will supply. Prepared with Replafin.