Printing and packaging acquisition

Acquisition, existing asset condition, expansion machinery and working-capital inputs.

This checklist is for acquisition of an existing offset-printing/packaging business with proposed investment. Use the actual transaction values; no standard machinery or overdraft amount is implied.

Sector inputs

01. Buyer and seller profiles, proposed assets/business acquired, purchase agreement or term sheet, price and payment schedule.

Owner / evidence / status: _____

02. Land/building records, occupancy and layout information, legal due-diligence findings and existing security interests.

Owner / evidence / status: _____

03. Fixed-asset register: machinery make, age, capacity, utilisation, condition, repair history and outstanding asset finance.

Owner / evidence / status: _____

04. Proposed equipment: vendor quotations, technical scope, taxes, freight, installation, delivery, payment terms and service support.

Owner / evidence / status: _____

05. Process flow, pre-press/printing/finishing capacities, product mix, rejection/waste assumptions and proposed output.

Owner / evidence / status: _____

06. Historical financial statements, current-period performance, monthly sales, order book, receivables, payables and existing borrowings.

Owner / evidence / status: _____

07. Customer and supplier terms, stock levels, proposed operating cycle and working-capital need.

Owner / evidence / status: _____

08. Acquisition/installation schedule, staff, utilities, approvals, incurred costs and proposed equity/borrowing sources.

Owner / evidence / status: _____

Common records and follow-up

Use the assessment date and projection period agreed for your appointment. Mark each item available, pending or not applicable, with a reason.

Collect alongside the sector inputs

Promoter / finance team
Company and ownership records, relevant experience and historical financial statements where available.

Finance team
Current debt, repayment schedules, promoter funding and expenditure incurred as of the agreed assessment date.

Project / supplier teams
Dated estimates and quotations with scope, exclusions, taxes, validity, payment and delivery terms.

Project owner
Recipient requirements, appointment scope, target date, contacts and a register of missing inputs.

Finance / project teams
Linked projections using the agreed horizon, implementation plan, operating assumptions and sensitivities.

Record what remains open

Missing input	Owner	Due date	Effect on assessment

About this checklist

Adapted by Bitcon editorial from Bitcon working checklists for general input preparation. It is not a completed DPR or TEV report, a statutory approval register or a viability conclusion. Confirm current technical, legal and lender requirements for the actual project.

Share only a short project brief initially. Exchange sensitive company, personal and financial records through the private channel agreed for the assignment.

Read more: gobitcon.in/resources/tev-report-checklist

Contact: ramesh@gobitcon.in | +91 78993 12005