ERC Coach | Vendor contract diligence checklist
eta.erccoach.com/guides/vendor-contract-due-diligence-checklist

The 12 overhead files to pull before you sign (and between LOI and close).
Send this with the rest of your diligence list. Sellers can usually produce them.

Before LOI: category, vendor name, term end, notice window, monthly run-rate.
LOI to close: the agreement + 12 months of invoices, under NDA.
Day one: the same pack, plus a named owner on your side.

1. Waste and recycling
2. Telecom and connectivity
3. Merchant processing
4. Property and casualty insurance
5. Payroll / PEO
6. Benefits brokerage
7. Utilities and energy
8. Janitorial
9. Freight and parcel
10. Uniforms and linens
11. Pest control
12. Software / SaaS / HR tech

Flag: notice window > 30 days, liquidated damages, auto-renewal, change-of-control.
Do not start renegotiating until you own the contracts.

Free analysis. No savings, no fee. eta.erccoach.com/smbootcamp
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