



WHAT TO EXPECT AFTER SIGNING THE LOI: A PRACTICAL GUIDE TO DUE DILIGENCE



Azar Zaidi

CEO and Founder

“This next phase, due diligence, is about discovery. It’s an opportunity for both your team and ours to learn more about each other, to align on values and goals, and to ensure that together, we are building something that will thrive for many years to come.”

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Corrine Maddoux, corrinemaddoux.com

BOND
ORTHODONTIC PARTNERS

Navigating the Roadmap



This briefing serves as a strategic roadmap for the 6-8 weeks leading to transaction close.

Every section includes specific contact points to ensure questions are answered in real time.

Agenda

- 01 ORIENTATION & CORE ALIGNMENT
- 02 WHAT TO EXPECT: PACING & POINTERS
- 03 THE DILIGENCE LEADERSHIP TEAM
- 04 FUNCTIONAL AREAS & KEY ROLES
- 05 TIMELINES & MILESTONES

01 | ORIENTATION & CORE ALIGNMENT

Change begins with clarity

A Bit of BOND History

**Founded in 2021
to redefine
orthodontic
partnerships.**

- BOND manages business infrastructure while you continue to lead clinical care.
- Centralization of accounting, marketing, human resources, IT, procurement, and regulatory compliance.
- Absolute clinical independence remain in your control, including all treatment philosophies and chairside decisions.

WHAT IT MEANS:

Alignment on practice value, structure,
and intent to partner.

Formal entry into due diligence.

Confirmation of data used to back the
initial offer.

WHAT IT DOESN'T MEAN:

The transaction is now legally closed.

Operational control is relinquished.

Terms are final and unchangeable.

What the LOI Means (& Doesn't Mean)

Core Workstreams

01

FINANCIAL REVIEW

02

OPERATIONAL SYSTEMS

03

FINANCIAL GOVERNANCE

04

HUMAN RESOURCES

05

LEGAL & COMPLIANCE

06

TECHNOLOGY INTEGRATION

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02 | WHAT TO EXPECT: PACING & POINTERS

A time of collaboration and discovery

What to Expect

- A structured review period focused on collaboration, discovery, and data validation.
- Absolute operational continuity with zero staffing, clinical, or systemic changes prior to closing.
- Continued focus on practice momentum while business runs as usual.



Clinical Leadership & Governance

**Built on a core principle:
Clinical leadership should come from clinicians.**

- Regional Clinical Directors (RCDs) maintain active practices while providing regional mentorship.
- Preserving absolute clinical autonomy over treatment philosophies and chairside patient care.

KICKOFF & DISCOVERY (WEEKS 1-3)

Secure document sharing and initial file review.

ANALYSIS & FOLLOW-UPS (WEEKS 3-6)

Focused review across key functional areas.

CONFIRMATORY REVIEW (WEEKS 6-8)

Quality of Earnings validation and final legal documentation.

Typical Timeline



03 | THE DILIGENCE LEADERSHIP TEAM

Primary leaders here to guide you

The Diligence Leadership Team

- Dedicated functional leadership across every workstream.
- Seamless, behind-the-scenes coordination by specialized teams.
- Minimized administrative friction for you and your staff.





AZAR ZAIDI
CEO & FOUNDER

Provides overall leadership and ensures strategic alignment across the partnership network.

Executive Leadership



CODY MEYERS HEAD OF
CORPORATE DEVELOPMENT

Manages diligence process
and coordinates deal execution
from LOI to close.

Transition Management



TRACY MADDUX, LCSW
VP, TRANSITIONS

Primary contact; Keeps
diligence moving and aligned
across teams.





GABRIELLA NAGY
CHIEF FINANCIAL OFFICER

Oversees financial diligence
and valuation alignment.

Finance

JENNIFER BERGSTROM
VP, FINANCE

Leads detailed financial review
and accounting coordination.





MEAGAN ENRIGUE CHIEF
OPERATING & PEOPLE OFFICER

Leads people strategy, benefits,
and employment structure.

Human
Resources



TRACEY ELLISON
VP, HUMAN RESOURCES

Manages HR diligence and
employment documentation.



JEFFREY DRAKE DIRECTOR,
INFORMATION TECHNOLOGY

Reviews systems, security, and
IT integration readiness.

TARRA TAMURA
DIRECTOR, MARKETING

Evaluates brand assets, marketing
reach, and growth opportunities.

Technology
& Marketing

04 | FUNCTIONAL AREAS & KEY ROLES

Creating a lasting partnership

Functional Areas

01

HUMAN RESOURCES

02

FINANCE & ACCOUNTING

03

TAX DILIGENCE

04

OPERATIONS & CLINICAL SUPPORT

05

IT & DATA SECURITY

06

MARKETING

01

HUMAN RESOURCES

- Audit of benefits and policies to identify critical alignment gaps
- Execute change management for seamless cultural and operational integration.
- Establish reporting structures ensuring global labor law compliance.
- Evaluate cultural compatibility and launch talent retention programs.

02

FINANCE & ACCOUNTING

- Validate financial statements and core accounting software systems.
- Review historical revenue trends and cash flow stability patterns.
- Confirm overall accuracy and consistency of financial reporting.

03

TAX DILIGENCE

- Review historical filings to confirm strict regulatory compliance.
- Identify open issues, ensuring smooth post-close tax alignment.

OPERATIONS & CLINICAL SUPPORT

- Review clinical workflows and daily procedures.
- Assess current personnel staffing, schedules, and provider metrics.
- Review active vendor partnerships and third-party contracts.
- Identify integration readiness and required post-close support.

IT & DATA SECURITY

- Assess practice management software and identify necessary integration requirements.
- Evaluate data safety protocols to identify critical security needs.
- Ensure full HIPAA compliance to support future digital scalability.

MARKETING

- Audit brand strategy and evaluate digital marketing performance.
- Analyze patient communication channels and customer acquisition strategies.
- Review third-party advertising partnerships and marketing vendor contracts.
- Identify growth opportunities and post-close brand integration paths.

05 | TIMELINES & MILESTONES

The First 120 Days

Weeks 1-2:

Kickoff & Discovery

- Kickoff call and introductions with BOND team.
- Diligence process, timeline, and next steps outlined.
- Secure document sharing begins.
- Initial financial, legal, and operational data collected.

Weeks 3-4:

Financial, Legal & Operational Review

- Detailed review of financials, tax filings, and contracts.
- Revenue trends and expense patterns analyzed.
- Employment structure and operations reviewed.
- Early findings and questions begin to surface.

Weeks 5-6:

Validation & Alignment

- Draft findings shared across all workstreams.
- Financial assumptions and adjustments validated.
- Open items and outstanding questions resolved.
- Teams align on readiness for closing.

Weeks 7+:

Pre-Closing Wrap-Up

- Final legal and financial documents completed.
- Systems, staffing, and onboarding plans confirmed.
- Closing logistics coordinated.
- Final readiness confirmed before close.



Moving Toward Closing

Due Diligence brings everything into alignment and confirms readiness to close.

The insights gathered shape your integration plan and set the foundation for a smooth Day 1.

BOND

ORTHODONTIC PARTNERS

Questions or need anything along the way?

Our team is here to support you throughout the process.

E-mail sample@email.com

Website www.bondortho.com

Phone 123-456-7890

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