



Suhas Bhairav

AI Corporate M and A Investment Memo Template

**A practical AI workflow to craft acquisition papers
from financials, market intel, and tech data.**

Empowers rapid, data-driven acquisition memos with
auditable AI evidence.

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AI-Driven Acquisition Memo Workflow

This section describes the end-to-end AI workflow for executive strategy to draft acquisition memos. It covers inputs, outputs, and ownership.

Key move **Verify data provenance before drafting; keep an auditable trail.**

PRACTICAL CHECKLIST

- 01** Define memo template aligned to target, deal stage, and governance requirements.
- 02** Identify sources: financial sheets, market reports, tech data, and legal terms.
- 03** Ingest data into a unified schema with source tagging.
- 04** Run AI extraction to populate memo sections (summary, metrics, risks).
- 05** Generate draft memo with citations and data-backed recommendations.
- 06** Flag gaps, inconsistencies, or missing sources for human review.
- 07** Review ownership, approvals, and sign-off before distribution.

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Ingesting Financial, Market, and Tech Data

Prepare data inputs with quality, provenance, and a single source of truth. Align on schema and owners.

Key move Ensure sources are auditable; lock provenance before drafting.

PRACTICAL CHECKLIST

- 01** Catalog target data: financial statements, 10-Ks/quarterly reports, market research, and technology specifications.
- 02** Define a unified schema: entity, metric, currency, time, source.
- 03** Automate data extraction with OCR, parsers, and natural language processing.
- 04** Validate data quality: completeness, accuracy, timeliness, and source reliability.
- 05** Record provenance and versioning for every memo input.
- 06** Assign data owners and review loops for critical fields.
- 07** Set guardrails for sensitive data and access controls.

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Drafting the Acquisition Memo

Translate validated data into decision-ready memo sections with human review checkpoints.

Key move Human review required for all financial claims and strategic judgments.

PRACTICAL CHECKLIST

- 01** Executive summary captures rationale, target upside, and key risks.
- 02** Financial section highlights normalized metrics, covenants, and diligence notes.
- 03** Market section compares competitors, positioning, and growth signals.
- 04** Tech section documents architecture, scalability, dependencies, and integration risks.
- 05** Risk flags and mitigations tied to data sources.
- 06** Review loop with senior owner before finalization.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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