Entering Investments on Seraf
What You Need and Where to Find It

Preferred Stock : Adding a Round

Getting going on Seraf is really nothing more than a little data entry. The trick is collecting the data. Before you begin entering your investments on Seraf, it is very helpful to gather together all of your documents, whether they be in paper file folders or your email.

Below you will find a list of the data points Seraf asks for, and some good hints on where to find them in your documents. Being mindful that if you cannot easily find a piece of information, you can always try searching the document, we've provided some suggested search terms that will often work for you.

Please keep in mind that not all of these data points are not required, but the more detail you provide, the better records you will have for yourself, and your family and advisors.

	Item	Where you can find it
☐	Name of Round	• Stock Purchase Agreement (preamble or first paragraph) • Stock Certificate • Ancillary agreements (Voting, Investor Rights, etc.) • Useful search terms: "series"
☐	Company Name	• Appears on every document. In order to add a Round and Transaction, you will need to first add the Company
☐	Closing Date (*This can be approximate*)	• Stock Purchase Agreement • Correspondence with Company or Counsel • Useful search terms: "[current year]" or "[current month]" or "dated"
☐	Share Price	• Stock Purchase Agreement (first few paragraphs) • You may need to calculate the share price by dividing the total amount invested by the number of shares received, which can be found on the capitalization table, disclosure schedule or your stock certificate • Capitalization Table/Disclosure Schedule section on shares • Useful search terms: "per share" or "$" or "purchase price"
☐	Size of Round *(Aggregate amount invested by all investors in this round)*	• Start with approximation on Term Sheet • Stock Purchase Agreement may list maximum size of round under "Sale of Additional Shares" or may describe "whereas the company intends to sell up to ___ number of shares" in which case you multiply by share price to get the total round size • Capitalization Table if possible • Disclosure Schedules
☐	Post-Money Valuation	• Conceptually, the post money is the sum of the pre-money and the aggregate Size of Round. Pre-money can pretty reliably be found on the final term sheet, or calculated by multiplying the number of shares issued by the share price then adding the Size of Round.