

Credit Management Questionnaire

1. General Information

A. Applicant's name:

B. Name and title of person responsible for credit management:

Length of time this person has been in this or equivalent position:

(If less than 3 years, please provide details of experience)

C. Does centralized credit control exist for all divisions / branch offices / subsidiaries? Yes No

If no, please provide details:

2. Credit Procedures

A. Are credit limits set for all accounts? Yes No

If no, please provide details:

B. How are credit limits maintained and monitored?

(1) Systems used?

(2) Revised how often?

C. How soon after shipment of goods / rendering of services are invoices sent?

D. Is an aging of accounts receivable produced on at least a monthly basis? Yes No

If no, please provide details:

3. Collection Procedures

A. Please indicate procedures for following up on past due accounts:

Telephone

Letter

Visits

B. How many days beyond the original due date are customers contacted regarding payment?

1st contact

days

3rd contact

days

2nd contact

days

4th contact

days

C. How many days beyond original due date are deliveries to an account discontinued? _____ days

D. How many days beyond the original due date is an account placed with a collection agency or attorney for collection? _____ days

Applicant

Authorized signature and title

Date