



Accounts Receivable Factoring Intake Checklist

This is a Type-In Interactive Form.

BDO: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

Referring Broker (if applicable): \_\_\_\_\_

Name of Client Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Client Contact Name: \_\_\_\_\_

Client Contact Phone Number(s) Office: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Client Contact Email Address: \_\_\_\_\_

How Long In Business: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Use of Factoring Proceeds: \_\_\_\_\_

Check One: Sale of Goods Provider of Services

Is sale pursuant to a (check one): Term Contract Purchase Order Sale of Services

Are any of the A/R third party insurance payment claims by Health Insurers, Medicare or Medicaid payments or other: \_\_\_\_\_

Number of Customers: \_\_\_\_\_

Annual Revenues:

2009: \_\_\_\_\_

2010: \_\_\_\_\_

2011 Projected volume: \_\_\_\_\_



Dilution Factor: Percentage of A/R uncollected in each of past 2 yrs \_\_\_\_\_

Current Debt:

Bank Loan, Factor, Commercial Finance or, SBA: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there any liens on Accounts Receivable? (check one)      Yes      No

    If yes,  
    Please describe to include name of lender, tele and account manager \_\_\_\_\_

Gross Profit Margin %: 2010 \_\_\_\_\_, 2009 \_\_\_\_\_, 2008 \_\_\_\_\_

Terms of Sale? (check one)      30 days      60 days      90 days      120 days  
Other: \_\_\_\_\_

Are there any bill and hold accounts? (check one)      Yes      No

Contract receivables? (check one)      Yes      No

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Attach the Following:**

- 1) Current Accounts Receivable Aging.
- 2) Current Customers, Names and Addresses.
- 3) Current YE balance Sheet & P&L for past 2 yrs.
- 4) Identify any account debtors that comprise more than 10% of total A/R.

Email to [factoring@sbaclc.com](mailto:factoring@sbaclc.com)  
Or,  
Fax to 303-496-0298