

# Factoring

## Analysis

**Name/Company** \_\_\_\_\_

**Street, No.** \_\_\_\_\_

**Post Code, City** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Telefax** \_\_\_\_\_

**Email** \_\_\_\_\_

**industry** \_\_\_\_\_

### CURRENCY

▲ applies for all amounts in the entire form, if empty, all information in EUR

## 1. PAYMENT TERMS

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**date of invoice** \_\_\_\_\_  on delivery/performance

up to 1 week after delivery/performance

up to 30 days max. after delivery/performance

after 30 dDays

**reminder procedures** \_\_\_\_\_  individual reminders

automatic reminders

by service provider: \_\_\_\_\_

### REMINDER TERMS

**1. reminder no later than** \_\_\_\_\_ days after due date

**2. reminder no later than** \_\_\_\_\_ days after due date

**further reminders** \_\_\_\_\_ no. sent every \_\_\_\_\_ days

**deliveries suspended after** \_\_\_\_\_ days

### COLLECTION PROCEDURES

**passed to collection dept** \_\_\_\_\_ days max. after due date

**collection by lawyer/ legal action commences** \_\_\_\_\_ days max. after due date

**AGREED SECURITY INTERESTS**
**reservation of  
proprietary rights** \_\_\_\_\_

- Simple Retention of Title
- "All Monies" / "Current Account" clause
- Processing/Mingling clause
- Advance Assignment clause

**other security interests** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**2**

Factoring Analysis

**2. PLANNED SALES FOR CURRENT BUSINESS YEAR**
**amount** \_\_\_\_\_

**average payment period** \_\_\_\_\_ **days**
**3. INFORMATION ON OVERALL BUSINESS**

◀ last business year

|                                      | <b>DOMESTIC</b> | <b>FOREIGN</b> |
|--------------------------------------|-----------------|----------------|
| <b>No. of invoices p.a.</b>          | approx. _____   | approx. _____  |
| <b>average invoice amount</b>        | _____           | _____          |
| <b>No. of debtors – total/active</b> | approx. _____   | approx. _____  |

|  |   |
|--|---|
| <b>average cost of goods sold as percentage of sales</b> _____ % | <b>credit rate as percentage of sales</b> _____ % |
|--|---|

|   |   |
|---|---|
| <b>warranty expiry dates for products</b> _____ <b>months</b> | <b>cash discount in purchase possible?</b> <input type="checkbox"/> no <input type="checkbox"/> yes |
|---|---|

#### 4. BAD DEBTS IN THE LAST TWO YEARS AND FOR CURRENT BUSINESS YEAR

|                         | DOMESTIC |                 | FOREIGN |                 |                          |
|-------------------------|----------|-----------------|---------|-----------------|--------------------------|
|                         | No.      | total bad debts | No.     | total bad debts |                          |
| <b>second last year</b> |          |                 |         |                 | ◀ in thousand, excl. VAT |
| <b>last year</b>        |          |                 |         |                 |                          |
| <b>current year</b>     |          |                 |         |                 |                          |

#### BIGGEST SINGLE BAD DEBTS

| company | post code/city | amount of bad debt |                          |
|---------|----------------|--------------------|--------------------------|
|         |                |                    | ◀ in thousand, excl. VAT |
|         |                |                    |                          |
|         |                |                    |                          |
|         |                |                    |                          |

3  
Factoring Analysis

#### 5. LIST OF COUNTRIES

|       |   |
|-------|---|
| ..... | ◀ by country of debtor<br>see appendix also |
| ..... |   |
| ..... |   |
| ..... |   |
| ..... |   |
| ..... |   |
| ..... |   |
| ..... |   |
| ..... |   |
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| ..... |   |
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| ..... |   |
| ..... |   |

## 6. REMARKS

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Please inquire quotes based on the above information. We agree that the information will become the basis and an integral part of the agreement if an agreement is concluded.

**place and Date** \_\_\_\_\_, the \_\_\_\_\_

**company stamp  
and signature** \_\_\_\_\_

◀ digital signature possible