

## 1. Our client

### Company name

Street address

City/Town, zip code

Contact person

Mr. Werner Weiß, Tec7

Telephone

0049-89-28890-120, Tec7

Fax

0049-89-28890-45, Tec7

E-mail

ww@tec7.net

Internet

Line of business/industry

Employees

Corporate/Group affiliation

Subsidiaries

## 2. Description of business activity

2.1 We supply the following goods/ provide the following work/services

\_\_\_\_\_

2.2 Our customers deal in the following industries (ex.: wholesale, manufacturing, private sector, etc.)

Industry	Share of sales in %	Industry	Share of sales in %
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_

## 3. Breakdown of sales and outstanding accounts receivable (incl. drafts/bills without VAT)

		Sales in € 1,000	Accounts receivable in € 1,000
3.1 Total from lapsed fiscal year	(from _____ till _____)	_____	_____
3.2 Of which are publicly/legally/own associated companies	(in%/€ 1,000*)	_____	_____
3.3 Of which are cash sales	(in%/€ 1,000*)	_____	_____
3.4 Of which are OECD and misc. abroad (please name)	(in%/€ 1,000*)	_____	_____

\_\_\_\_\_

3.5 Projected sales of current fiscal year

(points 3.2 – 3.4 may also be estimated in percentage; please strike through where not applicable\*)

## 4. Information regarding debtor structure

- 4.1 Number of active customers \_\_\_\_\_ monthly  
(documented accounts according to the OP list) \_\_\_\_\_ annually
- 4.2 Number of invoices \_\_\_\_\_ annually
- 4.4 Invoicing in foreign currencies  yes  no
- 4.3 Number of payments  Yes, corresponding to the number of invoices  
 No, differing number \_\_\_\_\_

4.5 Our invoices are paid as follows:

Bank transfer	_____ %	Postal check	_____ %	C.O.D.	_____ %
Check	_____ %	Direct debit	_____ %	Cash payment	_____ %

**5. Our biggest customers are (sales/required commercial credit insurance sum)**

Company name	City/Town, zip code	Sales in € 1,000	Ins. sum in € 1,000
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**6. Loss of accounts receivable**

6.1 Loss of accounts receivable from the last fiscal year and from the current fiscal year (without VAT and accrued liabilities, i.e. those actually taken)

Year	domestically	Total loss in	abroad	Total loss in
	number	€ 1,000	number	€ 1,000
2006	_____	_____	_____	_____
2007	_____	_____	_____	_____
Current year	_____	_____	_____	_____

6.2 Of which are the largest individual losses

Company name/City	Loss of accounts receivable in € 1,000
_____	_____
_____	_____
_____	_____

**7. Debtor management**

7.1 Payment terms

Our payment terms according to our company's general \_\_\_\_\_ days \_\_\_\_\_% discount, \_\_\_\_\_ days net terms and conditions state: \_\_\_\_\_

The accepted date of payment in \_\_\_\_\_ days in the country till maximally \_\_\_\_\_ days in the country regular business transactions is: \_\_\_\_\_ days overseas accepted \_\_\_\_\_ days overseas

7.2 Date of invoicing

- upon delivery
  after 30 days at the latest  
 within one week of dispatch
  other \_\_\_\_\_

7.3 Commercial credit insurance has been obtained

no,  yes. insurer \_\_\_\_\_  
 expiry \_\_\_\_\_

8. Misc. information (e.g. Transactions on an installment plan, contract for work/services, project business, etc.)

\_\_\_\_\_

\_\_\_\_\_  
City and date

\_\_\_\_\_  
Company stamp and signature