

Rycroft Associates LLP

Credit Insurance Consultants

Proposal Form

Company Name - Contact Name -	Reg. Number - Position -
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Business Description

Estimated Turnover

UK £	Export £
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Estimate for Credit Sales to exclude VAT and sales to Government Departments and Associates Companies etc.

Turnover Details

	Year Ending / /	Year Ending / /	Year Ending / /	Year to Date
Actual Turnover				
Value of Bad Debts				
Number of Bad Debts				
Value of Largest Loss				
Name of Largest Loss				

Please indicate whether you currently

Credit Insure Y [] N [] **Factor** Y [] N [] **Invoice Discount** Y [] N []

If so, with whom _____

Are there any Special Features applicable to your Business?

Work in Progress [] Consignment Stock [] Long Term Contracts [] Retentions []

Details of any other Securities or Guarantees held:

Are there any seasonal peaks? Yes [] No []

If so, when do they occur? _____

Do you have any accounts causing concern? Yes [] No []

Please give details: _____

Debtor Analysis

	No. of Accounts	% of total Debtors	Debtor Details	No. of Accounts	% of total Debtors
Under £1,000			£10,001 - £25,000		
£1,001 - £2,500			£25,001 - £50,000		
£2,501 - £5,000			£50,001 - £100,000		
£5,001 - £10,000			Over £100,000		

If you prefer you can provide a copy of your current Aged Debtors List

Rycroft Associates LLP
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Average Days Outstanding: _____ **Debtor Analysis at:** _____

Current – not yet due: _____ **1-30 days overdue:** _____

31-60 days overdue: _____ **61-90 days overdue:** _____

Over 91 days overdue: _____ **Total:** _____

Total Debtor Balances as at **31 March** - £ _____ **30 September** - £ _____
30 June - £ _____ **31 December** - £ _____

Please state the Actual Terms you allow your customers (e.g., 30 days EOM etc.)

Normal Terms _____ **Max Extended Terms** _____

Does this differ from the Terms stated on your Invoices? – Y [] N []

When are invoices raised? _____

When are statements sent? _____

Credit Assessments based: Yes [] No []

Bank Reports _____ **Info updated** (months) _____

Trade References _____ **Trade suspended** (days overdue) _____

Balance Sheets _____ **Collection action** (days overdue) _____

Status Reports _____ **Legal action taken** (days overdue) _____

Which agencies? _____

Export Turnover

Country	No. of Customers	Turnover

Please include any other export countries on a separate sheet.

Principal Customer Details

Company Name	Town/Post Code	Reg. Number	Limit Required

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