

APPLICATION QUESTIONS FOR ASSET BASED SUB-PROGRAMS

TO BE INCLUDED WITH SBA FORM 4

THIS FORM MUST BE COMPLETED AND INCLUDED WITH SBA FORM 4 TO APPLY FOR ALL SBA ASSET BASED PROGRAMS

NAME OF BUSINESS:

BUSINESS ADDRESS:

ACCOUNTS RECEIVABLE:

1. DO YOU SELL PRODUCT(S) ON CREDIT? YES: _____ NO: _____

IF YES, ANSWER ALL PARTS OF QUESTION 1:

1A. WHAT PERCENTAGE OF YOUR TOTAL SALES IS FOR CREDIT? _____ %

1B. WHAT ARE THE CREDIT TERMS YOU PROVIDE YOUR CUSTOMERS?

1C. DESCRIBE THE PROCEDURES YOUR BUSINESS USES WHEN EXTENDING CREDIT/TERMS TO ITS CUSTOMERS:

1D. DO ANY OF YOUR CREDIT CUSTOMERS ACCOUNT FOR OVER 10% OF YOUR TOTAL CREDIT SALES?

YES _____ NO _____ IF YES, LIST THESE CUSTOMERS:

1E. DO YOU MAINTAIN CREDIT INSURANCE TO COVER YOUR RECEIVABLES? YES: _____ NO: _____

IF YES, WHAT PERCENTAGE OF TOTAL SALES ARE COVERED BY THIS INSURANCE? _____ %

1F. DESCRIBE THE DISCOUNT POLICY OF YOUR BUSINESS:

1G. THE TOTAL DOLLAR AMOUNT OF RECEIVABLES WRITTEN OFF LAST FISCAL YEAR WAS: \$ _____

2. DESCRIBE THE WARRANTIES, GUARANTIES, OR OTHER DEVICES PROVIDED BY YOUR BUSINESS TO SUPPORT PRODUCT QUALITY:

3. FOR YOUR BUSINESS' MOST RECENTLY COMPLETED FISCAL YEAR:

TOTAL CREDIT SALES WERE: \$ _____ TOTAL RETURNS WERE: \$ _____

TOTAL ALLOWANCES WERE: \$ _____ TOTAL CREDITS WERE: \$ _____

4. DO YOU SELL TO OTHER BUSINESSES ON CREDIT WHICH ALSO SELL TO YOU?

YES: _____ NO: _____

5. DO YOU SELL OVERSEAS?

YES: _____ NO: _____

6. DESCRIBE THE PRIMARY INDUSTRY(S) TO WHOM YOU SELL ON CREDIT:

INVENTORY

1. DESCRIBE THE METHOD OF ACCOUNTING FOR INVENTORY YOUR BUSINESS USES (LIFO, FIFO, WEIGHTED AVERAGE, ETC.):

2. HOW MANY DIFFERENT STOCK KEEPING UNITS (SKU) DO YOU MAINTAIN?

3A. DO YOU CARRY ITEMS FOR SALE THAT ARE CONSIGNED BY OTHERS? YES: _____ NO: _____

IF YES, WHAT PERCENTAGE? _____ %

3B. DO YOU CONSIGN ANY OF YOUR ITEMS FOR SALE TO OTHERS? YES: _____ NO: _____

IF YES, WHAT IS ITS PERCENTAGE OF TOTAL SALES? _____ %

4. DESCRIBE YOUR BUSINESS' PROCEDURE FOR MAINTAINING AND PHYSICALLY COUNTING ITS INVENTORY:

5. THE DOLLAR VALUE OF TOTAL SALES RETURNED LAST YEAR WAS: \$ _____

6. DO YOU MAINTAIN PRODUCT LIABILITY INSURANCE? YES: _____ NO: _____

7. NAME ANY CREDITORS WHO HOLD PURCHASE MONEY LIENS AGAINST YOUR INVENTORY:

8. DO YOU MAINTAIN ANY INVENTORY OFF PREMISES WHICH YOU OWN? YES: _____ NO: _____

9. IN HOW MANY DIFFERENT LOCATIONS DO YOU MAINTAIN INVENTORY?

10. HOW FREQUENTLY DO YOU CONDUCT A PHYSICAL INVENTORY?

11. DO YOU SEPARATE "SECONDS" OR RETURNED INVENTORY FROM FIRST LINE MERCHANDISE? YES: _____ NO: _____

12. DO YOU HOLD NON-OWNED GOODS/INVENTORY FOR OTHER INDIVIDUALS OR FIRMS? YES: _____ NO: _____

IF YES, THE APPROXIMATE DOLLAR VALUE OF THE ITEMS IS: \$ _____

13. EXPLAIN YOUR METHOD(S) FOR BILLING CUSTOMERS:

AUTHORIZED SIGNATURE: _____ DATE: _____

PRINTED NAME & TITLE: _____

SBA Form AB-4

