



**EXPORT INSURANCE AGENCY**

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**Credit and Collections Procedure Questionnaire**

1. Does your company have a separate department that assesses credit risk?  Yes  No  
If yes, how many employees are in the department? \_\_\_\_\_

2. Do the same individuals who assess domestic credit risks also assess international credit risks?  
 Yes  No

3. Please provide information on those involved in making credit decisions:

Name	Title	Years of Credit Experience	Years of International Credit Experience	Authority Level
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. Can anyone overrule the decisions made by the employees in the positions identified above?  Yes  No  
If yes, please explain:

\_\_\_\_\_

5. Once a Credit Limit is established for a Buyer, how are subsequent orders handled administratively?

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

6. a) For new buyers or ones to whom you have not extended credit for over twelve months, at a minimum, what credit information would you require to consider approving a credit limit?

\_\_\_\_\_

b) How current must this information be? \_\_\_\_\_

\_\_\_\_\_

c) What general guidelines do you use to evaluate the information? \_\_\_\_\_

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

7. a) For existing customers, what is the minimum information you would require to consider approving or renewing a credit limit? \_\_\_\_\_  
\_\_\_\_\_

b) How current must this information be? \_\_\_\_\_  
\_\_\_\_\_

c) What general guidelines do you use to evaluate the information? \_\_\_\_\_  
\_\_\_\_\_

8. Do you have on file current financial information on your top five domestic customers?  Yes  No

9. Do you have on file current financial information on your top five international customers?  Yes  No

10. a) How often are accounts receivable reports generated and reviewed? \_\_\_\_\_  
\_\_\_\_\_

b) What position within the company reviews the reports? \_\_\_\_\_  
\_\_\_\_\_

11. When a customer goes past due on an obligation that is not in dispute, what actions do you take to collect within the following time frames:

1 – 30 days past due: \_\_\_\_\_  
\_\_\_\_\_

31 – 60 days past due: \_\_\_\_\_  
\_\_\_\_\_

61 – 120 days past due: \_\_\_\_\_  
\_\_\_\_\_

12. Assuming past dues are not insignificant or dispute-related, at what point do you refuse to make further shipments to a past due account? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information contained in this Credit and Collections Procedure Questionnaire form is part of EIA Global's Application for Domestic/International Trade Receivable Insurance form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company