

**Application for a  
Business Credit  
Insurance Policy**

Recycle-Pro Insurance  
Hibbs-Hallmark & Company  
P.O. Box 8357  
Tyler, Texas 75711  
800-765-6767  
RecycleProInsurance.com



**ALL INFORMATION PROVIDED WILL BE HELD IN STRICT CONFIDENCE**

<b>1 INSURANCE COVERAGE REQUESTED</b> (denote with an "X")		
Domestic (United States, Canada & Puerto Rico Only)	Multi-Markets (Domestic and Export)	
<b>2 APPLICATION INFORMATION</b>		
Company Legal Name		
Company President Name		
Company Address		
City	State/Province	Zip/Postal Code
Policy Contact Name		Policy Contact Title
Phone	Fax	E-Mail
Other entities/trade styles to be covered		

<b>3 BUSINESS DESCRIPTION</b>							
Your Business (denote with an "X")						Other	
Distributor	Manufacturer	Wholesaler	Retailer	Service Provider			
Your Sales to Customers (provide % of sales for applicable choices)							
Distributor	%	Manufacturer	%	Wholesaler	%	Retailer	%
Service Provider	%	Other	%				
Products and/or services to be covered							
Does your company sell to countries other than the U.S. and Canada? Yes or No							
Is your most recent financial statement attached? Yes or No							

<b>4 ACCOUNTS RECEIVABLE SUMMARY</b>		
	Domestic	Export*
Total number of active accounts	\$	\$
Total amount of sales	\$	\$
Estimated total outstanding receivables in peak months		
Provide ending A/R for the four prior quarters		
1Q (date ending / / )	\$	\$
2Q (date ending / / )	\$	\$
3Q (date ending / / )	\$	\$
4Q (date ending / / )	\$	\$

\* If your company does not export outside of the U.S. and Canada, complete Domestic sections only.

<b>5 TERMS OF SALE</b>		
	Domestic	Export*
Normal open account terms of sale	Days	Days
Days sales outstanding (DSO)	Days	Days
Percentage of sales under normal terms	%	%
Longest terms of sale (including dating)	Days	Days
Percentage of sales under longest terms	%	%
Percentage of sales using letters of credit	%	%
Types of documentary collections		
Terms of documentary collections	Days	Days
Percentage of sales using documentary collections	%	%

<b>6 SALES AND LOSS HISTORY</b>					
<b>DOMESTIC</b>					
<b>Gross profit margin</b>		% Forecasted <b>net domestic sales</b> for the next 12 months \$			
	Current YTD	Three most recent full year's results (In thousands)			Worst loss over last five years
		(date / /07)	(date / /06)	(date / / )	(date / / )
Netsales	\$	\$	\$	\$	\$
Bad debt write-offs	\$	\$	\$	\$	\$
Number of bad debt write-offs	#	#	#	#	#
Largest single loss:	\$	\$	\$	\$	\$
Name of company					
City/State or Province					
Second largest single loss:	\$	\$	\$	\$	\$
Name of company					
City/State or Province					
<b>EXPORT*</b>					
Number of years exporting:					
<b>Gross profit margin</b>		% Forecasted <b>net export sales</b> for the next 12 months \$			
	Current YTD	Three most recent full year's results (In thousands)			Worst loss over last five years
		(date / / )	(date / / )	(date / / )	(date / / )
Netsales	\$	\$	\$	\$	\$
Bad debt write-offs	\$	\$	\$	\$	\$
Number of bad debt write-offs	#	#	#	#	#
Largest single loss:	\$	\$	\$	\$	\$
Name of company					
City/State or Province					
Second largest single loss:	\$	\$	\$	\$	\$
Name of company					
City/State or Province					

\* If your company does not export outside of the U.S. and Canada, complete Domestic sections only.

7 EXPORT COUNTRY SALES DISTRIBUTION & TERMS OF SALE					
List top 10 countries by sales		Terms of sale			Total Sales
		Normal terms (in days)	%	Longest terms (in days)	%
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
7					\$
8					\$
9					\$
1					\$

8 CREDIT MANAGEMENT PROCESS			
<b>For DCL requests in excess of \$50,000, please skip this Section and complete the Credit Management Questionnaire or furnish us with your written credit procedures manual.</b>			
Do you have formal written procedures? Yes or No			
Who in your company manages the credit management process and who assists in that effort?			
Name	Title	Full-time	or Part-time
Name	Title	Full-time	or Part-time
Do you establish credit limits? Yes or No If yes, on what basis is a specific limit established?			
Select applicable choices:			
Mercantile Agency Report		Bank Reference	
Financial Statement		Other sources (e.g. trading experience)	
At what credit limit are financial statements normally required? \$			
Are regular personal visits made to see clients? Yes or No If yes, by whom?			
How often are credit and/or financial information updated?			
How often is a credit limit reviewed and on what basis?			
What information do you use when reviewing the credit limit?			
Do you use security instruments in establishing credit limits? Yes or No If yes, what kind?			
Do you refer to the status of the account before authorizing? Yes or No			
Acceptance of order? Yes or No		Dispatch/Delivery? Yes or No	
Are orders received in writing? Yes or No			
Approximate time from order acceptance to delivery?			
Under what circumstances have you stopped shipping an account (e.g., past due condition)?			
Do you currently insure or factor your receivables? Yes or No If yes, with whom?			
Do you have formal collections procedures? Yes or No			
If yes, what in-house resources do you use?			
Under what circumstances do you place accounts for collections with outside agencies?			
How do you manage your international collections?			

**9 PAST DUE TABLE**

List all customers on which coverage is being requested with undisputed amounts more than 60 days past due under original terms of sale, or that you have reason to believe will become 60 days past due. If there are none, please indicate by writing "none." If more than six names, please provide information on a separate piece of paper.

Customer Name/Country	Shipment dates	Account balance (in thousands)	Amount 60 days past due	Orig. terms of sale (net)	Reason for past due
1		\$	\$		
2		\$	\$		
3		\$	\$		
4		\$	\$		
5		\$	\$		
6		\$	\$		

**10 DISTRIBUTION OF ACCOUNTS**

Please provide us with a current accounts receivable aging. Date of accounts receivable aging

Domestic				Export*		
# of Accounts	Amount Outstanding	% of Total	Range	# of Accounts	Amount Outstanding	% of Total
	\$	%	\$0to\$2,500		\$	%
	\$	%	\$2,501 to \$5,000		\$	%
	\$	%	\$5,001 to\$10,000		\$	%
	\$	%	\$10,001 to\$25,000		\$	%
	\$	%	\$25,001 to \$50,000		\$	%
	\$	%	\$50,001 to\$100,000		\$	%
	\$	%	\$100,001 to\$250,000		\$	%
	\$	%	\$250,001 to \$500,000		\$	%
	\$	%	\$500,001to\$1,000,000		\$	%
	\$	%	Over \$1 ,000,000		\$	%
	\$	%	Totals		\$	%

**11 KEY ACCOUNT INFORMATION**

Please use this table to provide information on your most important customers.

Customer Name	City	State	Country	Amount of Coverage Requested	Estimated High Credit (last 12 months)
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
6				\$	\$
7				\$	\$
8				\$	\$
9.				\$	\$

**11 KEY ACCOUNT INFORMATION (continued)**

Please use this table to provide information on your most important customers.

Customer Name	City	State	Country	Amount of Coverage Requested	Estimated High Credit (last 12 months)
1				\$	\$
1				\$	\$
1				\$	\$
1				\$	\$
1				\$	\$
1				\$	\$

**12 PERMISSION TO USE NAME**

Our efforts to provide maximum coverage on your customers are dependant on our ability to obtain financial information. Euler Hermes ACI may need to contact your customers to request the information needed for these coverage decisions. Do we have your permission to use your company name when contacting your customers? Yes or No

We will rely on the representations provided by you in, and in connection with, this application when making decisions regarding any policy we may issue. This application, the policy, and the declarations shall constitute the entire insurance agreement between you and Euler Hermes ACI. No loss, which occurs prior to the payment of the premium, will be covered even if the policy has been delivered. No sales representative is authorized to delete, modify, or waive any policy provisions, either verbally or in writing.

**For your protection, State Law (in many states) requires the following information to appear on this form:**

“Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and punishable by law.” (New York statues further state that fraudulent acts “shall be subject to a civil penalty not to exceed five thousand dollars and the value of the claim for each such violation.”)

Name/Title	Signature	Date
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Submitted by	Name of organization	Location
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