

Transaction Information

1. **BUYER** List buyer (or major buyers) by name, city, country
Annual sales for each, or proposed transaction / contract
Length of time in trade relationship with each
Terms, method of payment, ledger experience, if pertinent
Background on buyers' financial capacity, if available

2. **SUPPLIER** List supplier (or major suppliers) and sub-contractors, if any
Length of time in trade relationships
Terms

3. **PRODUCT** Describe item(s) to be exported, invoice value, margin
Copy of contract
Copy of L/C
Shipping information, INCO terms
Describe cash cycle for transaction, shipment, or contract

4. **CASHFLOW**
- for single or contract shipment:
Use attached format for projection

- for revolving line:
Give projection of annual export sales
Indicate seasonal peaks
COGS

5. **INSURANCE**
Describe foreign risk insurance policy, if pertinent

6. **LOSS** Describe past loss experiences in export sales, if any