



ACME Portable Machines, Inc

1330 Mountain View Circle, Azusa, CA91702 U.S.A.
Tel:(626) 610-1888 Fax:(626) 610-1881
<http://www.acmeportable.com>

Credit Line Application

I. New Customer:

A. Sales department needs to prepare the following information:

1. Forms

- Customer Credit Application Form
- Customer Trade References Form
- Authorization to Release Credit Form
- Resale Certificate (Seller's permit) Form

2. Dun & Bradstreet report

- Comprehensive report

B. Credit Limit:

1. Available based on circumstances

- Portable \$10,000.00
- SMK \$5,000.00

II. Increase of Credit Line

A. After three months, customers in good standing may increase their credit lines. Customers must submit the following:

1. Forms

- Customer Credit Application Form
- Customer Trade References Form
- Authorization to Release Credit Form
- Resale Certificate (Seller's permit) Form
- Executive Officers Information Form

2. Dun & Bradstreet report

- Comprehensive report

B. Credit Limit

- Needs satisfactory D & B report
- Requires excellent payment history
- Depends on the size of the company



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III. Approval

- Each credit line application needs managerial approval as well as the head of the sales department before submitting to accounting department.
- Accounting department needs check customer's financial background. After C.F.O. approval, sales department is informed, and a letter is issued to our customers with the final decision.
- The approval process needs approximately two weeks.