



Diamond Systems Corporation Customer Credit Request Form

Customer Credit Request Form Rev D.doc
Rev 03/17/2005

Customer Name _____ Customer No. _____

Billing Address _____

Tel # _____ Fax # _____

Project/Program Contact _____

A/P Contact _____ Buyer _____

Reason for Request:

Establish new line of credit

Credit limit increase or change in terms

Requested limit _____

Requested terms _____

Requested by _____

To be filled in by DSC credit department:	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Approval date	_____
Approved amount	_____
Approved by	_____

Background Information Must Be Provided By Customer and Sales Department:

1) Has the customer ordered from DSC before? Yes No
 Lifetime order total: _____ Date first order placed: _____

2) If requesting an increase, what is the reason for the increase? _____

3) What are the expected sales to this customer? Pending order: _____
 One-time order: _____ Next 12 months: _____

4) Please provide comments on sales potential or customer background:

5) Please provide a project description:

Accounting Information To Be Filled In By DSC Credit Department:

Current limit: _____ Current terms: _____

Current balance: _____ Average days to pay: _____

High balance: _____ Current backlog: _____

Type of credit checks: D&B: _____ Trade references: _____

Comments on customer credit checks: _____
