


# International Credit

## APPLICATION

An international credit application enables credit professionals to make an informed decision about a customer’s ability and willingness to meet obligations within their set credit terms. This brochure highlights some of the most important and common fields in a typical credit application.



**U.S. Supplier Name**  
Street Address, City, State, Zip, Country  
Phone Number Email Address

**International Customer Credit Application**

Date: \_\_\_\_\_

<b>Full Legal Company Name:</b>		Trading As:	
Parent Company Name (if applicable):		Tax ID #	Type of Business (ie. Distributor)
Telephone:	Email:	Sales Areas Served:	
Bill-to Address:		Web address:	
Ship-to Address:			
Buying Contact Person:	Accounts Payable Contact Person:	Accounts Payable Contact Person Email:	

**Business and Credit Information**

Date Business Started	How Long at Current Address:		
Sole Proprietorship _____ Partnership _____ Corporation _____ LLC _____ Other _____ Year Incorporated _____			
Number of Locations	Number of Employees worldwide	Annual Sales in USD(\$)	
Principal Name & Title: <small>(if Sole Proprietor/Partnership)</small>	Date of Birth: <small>(if Sole Proprietor/Partnership)</small>		
Principal Name & Title: <small>(if Sole Proprietor/Partnership)</small>	Date of Birth: <small>(if Sole Proprietor/Partnership)</small>		
D&B/Duns # of Company (www.dnb.com)		Tax Exemption # (provide copy of resale certificate)	
Please email Financial Statements if requested credit limit exceeds \$500,000 (exporter email address here)			
Requested Credit Limit in USD(\$)	XX	XX:	
Requested Credit Terms	XX		
Do you Own (___) Lease (___) your location	xx	xx	

**Banking Information**

Bank Name:		
Bank Address:		
Account Contact Person Name, Title, Email:		
Checking Acct #:	Phone:	Account Balance in USD(\$):
Savings or Loan Acct #:	Phone:	Loan Amount in USD(\$):

The applicant hereby authorizes the bank references listed herein to release all information requested. All information will be kept confidential.

Thank you for your interest in U.S. Supplier Name products. In order to obtain credit terms, this credit application must be completed and signed. Please email the most recent complete audited financial statements, including income statement if the credit amount requested exceeds \$500,000. All information provided will be held in the strictest confidence.

Shipping Disclaimer: Purchasing from us, you agree not to ship to any U.S. trade restricted countries: (CRIMEA - REGION OF UKRAINE, CUBA, IRAN, NORTH KOREA, and SYRIA). This applies to ALL transactions.

### FULL LEGAL COMPANY NAME

Providing the company’s full legal name with no acronyms will expedite the due diligence process.

### BILL-TO AND SHIP-TO ADDRESS


These can vary, so it is important to include both fields on the credit application. An example is shipping items to a customer’s warehouse while billing the customer’s corporate office for the items.



These fields are also recommended on **Purchase Orders** in case the addresses have changed since the initial credit application.

### DATE BUSINESS STARTED

Having the customer confirm when they started operations helps determine their eligibility for **Export Credit Insurance** (which has a minimum requirement of 3 years in business) and other assistance programs the U.S. exporter may use to grow export sales.

  
 U.S. Supplier Name  
 Street Address, City, State, Zip, Country  
 Phone Number Email Address

<b>Full Legal Company Name (repeat):</b>			Country
XX	XX	XX	
<b>U.S. / European Trade References</b>			
U.S. / European Supplier Name:			
Supplier Address:			
AP Contact Person Name:			
Account #	Phone:	Email	
U.S. / European Supplier Name:			
Supplier Address:			
AP Contact Person Name:			
Account #	Phone:	Email	
U.S. / European Supplier Name:			
Supplier Address:			
AP Contact Person Name:			
Account #	Phone:	Email	
U.S. / European Supplier Name:			
Supplier Address:			
AP Contact Person Name:			
Account #	Phone:	Email	
U.S. / European Supplier Name:			
Supplier Address:			
AP Contact Person Name:			
Account #	Phone:	Email	

Thank you for your interest in U.S. Supplier Name products. In order to obtain credit terms, this credit application must be completed and signed. Please email the most recent complete audited financial statements, including income statement if the credit amount requested exceeds \$500,000. All information provided will be held in the strictest confidence.

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## TRADE REFERENCES

Asking your customer for the contact information of other suppliers that already grant them credit terms (e.g. net 30) will help you better understand how the customer manages its debts.

U.S. / European Supplier Name:	
Supplier Address:	
AP Contact Person Name:	
Account #	Phone:



Limiting the references to suppliers from the U.S. or other countries that use hard currency shows that the foreign buyer has access to hard currencies through their own banking relationships.

## SHIPPING DISCLAIMERS

The U.S. Government has restrictions that limit the export of products to certain countries. Adding a shipping disclaimer and a list of prohibited countries to your international credit applications, purchase orders, and invoices is part of a sound **Export Compliance Plan**.

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## INTEREST, WARRANTY, AND OTHER DISCLAIMERS

Being transparent with your customer about shared expectations could alleviate future conflict. Adding a note that interest will be due for late customer payments indicates an up-front agreement and a disclosure of this amount. In turn, the customer may request an offer of warranty in writing. You may choose to add other up-front disclaimers for the customer.

I/we agree to be bound by the terms and conditions of each order. Payment is expected at U.S. Supplier Name no later than the due date specified on each invoice. It is understood and agreed that past due balances are subject to late fees at the rate of one and one-half percent (1 ½%) per month or the maximum permitted by law, whichever is greater.

## AUTHORIZED SIGNATURE

The initial credit application should also be signed by an officer of the company, just like an individual purchase order. This ensures the proper company personnel are agreeing to the U.S. supplier terms and the information has been reviewed by management.



U.S. Supplier Name  
Street Address, City, State, Zip, Country  
Phone Number Email Address

<b>Full Legal Company Name (repeat):</b>		Country
XX	XX	XX

Terms and Conditions

1. SHIPMENT INCOTERMS
2. ACCEPTANCE OF GOODS BY PURCHASER
3. RISK OR LOSS
4. FREIGHT, TAXES AND OTHER CHARGES
5. ARBITRATION OF DISPUTES
6. SHIPMENTS OUTSIDE OF THE UNITED STATES
7. WARRANTIES, DISCLAIMERS AND LIMITATION OF REMEDIES AND LIABILITY FOR MANUFACTURED PRODUCTS

Thank you for your interest in U.S. Supplier Name's products.

Please allow a minimum of three to five business days to process your application.

I/we agree to be bound by the terms and conditions of each order. Payment is expected at U.S. Supplier Name no later than the due date specified on each invoice. It is understood and agreed that past due balances are subject to late fees at the rate of one and one-half percent (1 ½%) per month or the maximum permitted by law, whichever is greater.

I hereby affirm that the above information is true and I authorize U.S. Supplier Name to make inquiries to the above references regarding credit worthiness and reliability. This credit application constitutes a binding agreement between U.S. Supplier Name, City, State, Country and the above referenced customer.

Full Legal Company Name: \* Required \*

Title \* Required \*

Authorized Signature \* Required \*

Date \* Required \*

Print Name \* Required \*

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Ready to Start Your Journey?

Request a free consultation: [grow.exim.gov/consultationrequest](https://grow.exim.gov/consultationrequest)

This is a descriptive summary to be used only as a general introductory reference tool. The complete terms and conditions of the policy are set forth in the policy text, applications, and endorsements.