

Accounts Receivable Information Request List

Item Request	Request Description	Request Date
1	Detailed Accounts Receivable Aging Report by customer, including invoice date, due date, and balance.	Trailing 12 Months
2	Sales detail by customer, broken out monthly, including transaction dates, sale amounts, and invoice and or purchase order references, if applicable	Trailing 12 Months
3	Customer Master File (including customer name, address, contact, credit terms, and limits)	Most Recent
4	Schedule of Credit Memos, Write-offs, and Adjustments	Trailing 12 Months
5	Summary of Bad Debt Expense and Allowance for Doubtful Accounts	Most Recent
6	A/R Aging Historical Trend (monthly for past 12 months)	Most Recent
7	Borrowing Base Certificates and supporting A/R schedules	Last Three
8	List of Accounts in Dispute	Most Recent
9	Explanation of Any Significant Changes in Credit Terms or Collections	Most Recent
10	Schedule of Sales Returns and Allowances	Most Recent
11	List of Any Receivables Written Off or Reserved	Most Recent