

## CCF Program Overview

### Why Catalyst Commercial Finance?

Founded in 1994, CCF specializes in receivable financing and management, offering flexible programs to help our clients accomplish their goals. Our services provide:

1. **A Complete Financial Package** combining credit protection and assistance, receivable bookkeeping and reporting, professional collection services and support, and access to an unlimited line of credit via advances against the receivable portfolio.
2. **A Short Term Financing Solution** providing additional working capital to accomplish very specific goals, i.e. an acquisition or buyout.

### Advantages to Your Business:

- ◆ Improve Working Capital and Finance Growth
- ◆ Expand Operations and Improve Efficiency
- ◆ Increase Receivable Turnover and Reduce Bad Debt
- ◆ Take advantage of supplier discounts
- ◆ Eliminate payroll concerns
- ◆ Avoid venture capital and equity investors
- ◆ Supplement or retire existing bank lines
- ◆ Meet increasing sales demand
- ◆ Take advantage of supplier discounts
- ◆ Resolve tax lien problems
- ◆ Pay creditors on time.
- ◆ Improve banking relationships
- ◆ Reduce cost of onsite personnel & support systems
- ◆ Avoid venture capital & Equity Investors
- ◆ Credit Insurance (Protection from bad debts)
- ◆ Make informed credit decisions
- ◆ Take advantage of new opportunities

### Accounts Receivable Financing and Management:

A/R Financing and Management, often termed Factoring, is the fastest and most flexible form of financing available with a range of benefits typically not available through traditional lending sources.

By definition, Factoring is the business of purchasing and collecting accounts receivable.

### What Type of Company Benefits from Factoring?

- Startups
- Pre-Bankable and Non-Bankable Businesses
- Poor Personal or Business Credit
- Emerging/Growing Businesses
- Mature Companies/Companies in Transition
- Seasonal
- Financially Challenged
- Debtor Concentrations (Single Company Invoicing)
- Tax Problems & Bankruptcy's

### How it Works:

- ❑ Catalyst Commercial (CCF) evaluates and pre-approves an appropriate credit limit per customer for Client.
- ❑ Client copies CCF on all invoices submitted to the customer with supporting documentation.
- ❑ CCF loads the invoices, maintains customer records, conducts professional collection efforts, and provides consistent comprehensive reporting.
- ❑ CCF advances cash against current receivables to Client. Client's customer remits directly to CCF. CCF remits the balance, less fees, to Client.

*For more information on how receivable management and financing can help your business, please contact us directly at 800-301-9951 or E-mail Greg at [greghughes@mindspring.com](mailto:greghughes@mindspring.com).*

### COMPANY INFORMATION - ANSWER ALL QUESTIONS

Full Legal name of Business: \_\_\_\_\_  
 Other Names of Business (DBA's): \_\_\_\_\_  
 Associated Companies: \_\_\_\_\_ Prior Business Names Past 5 Years: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_ Cell: \_\_\_\_\_ Phone 2: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 How long at Above Address: \_\_\_\_\_ Name of Landlord: \_\_\_\_\_ LL's Ph: \_\_\_\_\_  
 Corporation:  Partnership:  Individual:  LLC:  Other:  E-Mail: \_\_\_\_\_  
 Years in Business: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_ Tax Id #: \_\_\_\_\_  
 # of Employees: \_\_\_\_\_ Payroll Outsourced: Yes  No  Name of Payroll Service: \_\_\_\_\_ How often is payroll? \_\_\_\_\_  
 Payroll Amount? \_\_\_\_\_ Frequency of Payroll? Weekly  Bi-Weekly  Twice-Monthly  Monthly  Other   
 Are payroll taxes current? Yes  No  What was the amount of Last 941 Payroll tax payment? \_\_\_\_\_ Date of Payment: \_\_\_\_\_  
 Current Lender: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Acct #: \_\_\_\_\_  
 Accountant: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
 Lawyer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
 Describe your Business: \_\_\_\_\_

### ACCOUNTS RECEIVABLE INFORMATION - ANSWER ALL QUESTIONS

Check all those that apply to applicant: Bank Credit Line/Loan  SBA Loan  Liens  Lawsuits  Judgments  Back Taxes  None Apply   
 Receivable Balances: 1-30 Days: \_\_\_\_\_ 31-60 Days: \_\_\_\_\_ 61-90 Days: \_\_\_\_\_ Total: \_\_\_\_\_  
 Average Monthly Sales: \_\_\_\_\_ Terms of Sale: \_\_\_\_\_ Avg. Days Receivables Outstanding: \_\_\_\_\_ Avg. Invoice Size: \_\_\_\_\_  
 Amount you intend to factor on a monthly basis: \_\_\_\_\_ How soon do you need to start factoring?: \_\_\_\_\_  
 What certifications do you currently hold? 8A  Woman Owned  Small Disadvantaged Business  Disabled Veteran  American Indian  Other   
 What work do you do? Security  Food Service  Freight  Staffing  Custodial  Manufacturer  Service  Landscape  Other   
 How many RFP's do you respond to each year? \_\_\_\_\_ Percent Awarded? \_\_\_\_\_ What is your typical profit margin? \_\_\_\_\_  
 Have you missed a bid opportunity due to a lack of working capital? Yes  No  How often? 1-5  6+  Vendor Terms: COD  Terms   
 How is work approved?: Signoff  Verbally  No Formal Procedure  Can you supply backup documentation for each invoice? Yes  No   
 Do you use sub-contractors? Yes  No  If yes, how often: \_\_\_\_\_ % State payment terms: \_\_\_\_\_ Are you current? Yes  No   
 Have you ever factored your receivables? Yes  No  With whom: \_\_\_\_\_ Are you currently Factoring? Yes  No   
 Are any of your accounts receivable pledged as security for any reason?: Yes  No  Explain: \_\_\_\_\_  
 What is the Purpose of the funds generated from the financing: \_\_\_\_\_  
 How did you hear about Greg Hughes & Catalyst Capital? \_\_\_\_\_

### OWNERSHIP - PLEASE ACCOUNT FOR 100%

Name/Title	Home Address, City, State, Zip	Home Phone	SS#	DOB	% Owned

The information submitted herein is true and correct to the best of my knowledge and is submitted to Catalyst Commercial Finance, LLC (CCF) and/or its assigns to induce CCF and/or its assigns to provide financing to the applicant. Applicant and the undersigned individuals hereby (a) authorizes CCF and/or its assigns and any of its employees, agents and representatives to request and obtain any records and/or other information relative to the applicant and undersigned individuals of a criminal or civil nature (including any credit reports or other such records and/or information on the creditworthiness of the applicant and undersigned individuals) and (b) releases and indemnifies CCF and/or its assigns, its owners, officers, employees, agents and representatives as well as any party supplying such records and information to CCF and/or its assigns, from any liability with respect to requesting, obtaining and/or supplying such records and other information on the applicant and undersigned individuals. We authorize Catalyst Commercial Finance, LLC. ("CCF") (and its designees or agents) to file a UCC Financing Statement which names CLIENT as debtor and CCF and/or its assigns as secured party covering all of our assets in all jurisdictions and offices that CCF and/or its assigns may deem appropriate.

### ALL OWNERS OF 20% OR MORE OF THE BUSINESS MUST SIGN BELOW

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Print Name: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Print Name: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Print Name: \_\_\_\_\_ Dated: \_\_\_\_\_

**CLIENT REFERENCES**

Please list your largest Clients, their average monthly receivables, addresses and phone number

1. \_\_\_\_\_  
Company Name,      Address,              City,              State, Zip,              Phone Number              Avg. Monthly Receivables
2. \_\_\_\_\_  
Company Name,      Address,              City,              State, Zip,              Phone Number              Avg. Monthly Receivables
3. \_\_\_\_\_  
Company Name,      Address,              City,              State, Zip,              Phone Number              Avg. Monthly Receivables
4. \_\_\_\_\_  
Company Name,      Address,              City,              State, Zip,              Phone Number              Avg. Monthly Receivables
5. \_\_\_\_\_  
Company Name,      Address,              City,              State, Zip,              Phone Number              Avg. Monthly Receivables

**Documents to return with Application**

1. **SIGNED & DATED COMPLETED APPLICATION**
2. Most recent Accounts Receivable (A/R) Aging Report
3. Articles of Incorporation/LLC and/or Fictitious Name Filing(s)/DBA
4. Balance Sheet and Profit/Loss Statement for most recent year-end and interim period. (In-house statements are fine.)
5. **COMPLETE** Company's Previous Three (3) Months of Bank Operating Account Statements.
6. Invoices with Back up Documentation (i.e. Executed Contracts, PO, Work Order, Time Sheet, Load Ticket, Signoff)
7. Copy of your current Factoring Agreement & Aging Schedule (if applicable)

## SUPPLEMENTAL CREDIT APPLICATION

Company Name: \_\_\_\_\_

Per our conversation, I am sending this list of 5 questions our credit department has asked for **comprehensive** answers. Please let me know if I can assist you. I will update you again as soon as I have the remaining file items we discussed. Thank you and have a good evening!

**1. What does this business do? What are their products and services offered? What are its competitive advantages?**

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**2. Who runs the business? What is their experience? What are their roles?**

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**3. Explain the invoice audit trail and the supporting documents?**

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**4. What is the initial and purpose of the funds (i.e. payoff current lender, vendors discounts, weekly payroll, etc.)?**

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**5. What are the estimated sales in the next 30 days? Next 90-days? Do you anticipate funding daily, weekly, or monthly?**

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Thank you for submitting your application. If you are using QuickBooks® as your accounting platform the following should assist you in generating some of the reports needed to complete our approval process:

Item #2- "Open Accounts Receivable Aging Report"

**QuickBooks Menu:** Reports > Customers & Receivables > **A/R Aging Summary**  
**DATES:** Choose "Last Month" from the "Dates" drop down list.

**OTHER:** Collapsed View is best.

Item #2- "Open Accounts Payable Aging Report"

**QuickBooks Menu:** Reports > Vendors & Payables > **A/P Aging Summary**  
**DATES:** Choose "Last Month" from the "Dates" drop down list.

Item #4- "Balance Sheet Statement"

**QuickBooks Menu:** Reports > Company & Financial > **Balance Sheet Standard**  
**DATES:** Choose "Last Month" from the "Dates" drop down list.

Item #4- "Profit and Loss Statement"

**QuickBooks Menu:** Reports > Company & Financial > **Profit & Loss Standard**  
**DATES:** Trailing 12 months (there is no choice for trailing 12 months" so enter

"From" and "To" dates). "To" is always the last day of last month and "From" is 11 months before on the first day.

So for example if today is October 20, 2009 we would run "From 10/1/08" "To 9/30/09".