



EMPIRE MERCHANTS NORTH

Credit Review Request

Date: ____

House: _____ Customer No.: _____

Customer Name: _____

Reason for Credit Review: _____

Sales Manager Approval: _____

Credit Manager Review Comments: _____

Credit Manager Approved____, Not Approved: ____

Signature _____

Executive VP Sales Approved____, Not Approved: ____

Signature _____

Chief Financial Officer Approved____, Not Approved: ____

Signature _____

Instructions:

Sales Manager notes reasons why credit should be reviewed for the customer, which normally involves getting a customer off COD. Sales Manager faxes form to Credit Manager.

Credit Manager adds credit history and approve/disapproves a change in credit status.

Credit Manager forwards completed form to Executive VP sales and CFO for approval/disapproval.