

PREPARATION SERIES

Trade finance *preparation checklist.*

Use this before discussing supplier payment, stock purchase or import funding.

03

PREPARATION AREAS

12

PRACTICAL POINTS

Secure

DOCUMENT ROUTE

01

Before you contact us

4 POINTS TO PREPARE

- ☐ Know the funding amount or range you want to discuss.
- ☐ Explain what the cash is needed for, in one or two sentences.
- ☐ Know your deadline and whether it is flexible.
- ☐ Keep company, director and contact details ready.

02

Supplier, goods and buyer

5 POINTS TO PREPARE

- ☐ Supplier quote or invoice.
- ☐ Purchase order or confirmed customer demand.
- ☐ Expected landed cost, margin and sale price.
- ☐ Delivery timeline, freight and duty.
- ☐ Currency exposure, if relevant.

03

Repayment route

3 POINTS TO PREPARE

- ☐ Customer invoice or sale proceeds expected to repay.
- ☐ Invoice-finance facility, if required after the sale.
- ☐ Known risks around buyer payment, delivery or margin.

Send documents securely. Use the confirmed secure Cashbook route for sensitive documents. Don't send identity documents or bank information to an unverified email address.

Start with a direct conversation

No obligation either way: cashbookfinance.co.uk/apply

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