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

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

4 POINTS TO PREPARE

02 Supplier, goods and buyer

- 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.

5 POINTS TO PREPARE

03 Repayment route

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

3 POINTS TO PREPARE

i **Use the confirmed secure Cashbook route for sensitive documents.**
Do not send identity documents or bank information to an unverified email address.

Start with a direct conversation - no obligation either way.
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