



Legal Business Name _____

Date _____

Documents Required

- Current Accounts Receivable Aging Report
- Company Information – Application and Origination Statement (Have your signature notarized under “Origination Statement”)
- \$400 due diligence check per company made payable to ‘Capstone Business Funding, LLC’
- Certificate of Officers’ Agreement and Corporate Resolution Application. Affix corporate seal (if your state requires you to have one) to bottom of page. Even if not incorporated, please fill out name, address, etc. and sign in box
- Copy of Articles of Incorporation and/or DBA certificate
- Copies of invoices to be purchased
- Copies of Contracts, Bonds or Purchase Orders (if applicable)
- Customer List of all customers you are dealing with (please include addresses and phone numbers, as well as contact person) and list of all jobs currently working on (for construction only)
- Current Accounts Payable Aging Summary
- Copy of Driver’s License
- Narrative of Company History
- Professional License and Proof of Insurance

For Purchase Order and Trade Financing Only:

- Corporate Financial Statements (2 years and interim)
- Projection



810 Seventh Avenue, 27th Floor, New York, NY 10019 Tel: 347
821 3400 Fax: 212 755 6833

*** indicates required fields**

***COMPANY INFORMATION:**

Name of Organization (Legal): _____

Contact Person: _____ Title: _____

Referred By: _____

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

City, State, Zip: _____

Years at Physical Location: _____

Telephone Number: _____ Fax Number: _____

Cell Number: _____

Email Address: _____ Web Page: _____

DBA or Trade Name: _____

Date Incorporated: _____ State of Incorporation: _____

Legal Business Type:

- Corporation
- LLC
- Partnership
- Sole Proprietorship

Description of Products or Services: _____

Additional Locations (if any): _____

Names of Related Entities, Subsidiaries, etc. (if any): _____

Number of Employees: _____

For Limited Liability Corporations

Managing Member Name: _____
 Tele: _____ Email _____

Managing Member Name: _____
 Tele: _____ Email _____

Secretary Name: _____
 Tele: _____ Email _____

For Corporations

President Name: _____
 Tele: _____ Email _____

Vice President Name: _____
 Tele: _____ Email _____

Corporate Secretary Name: _____
 Tele: _____ Email _____

***PRINCIPAL INFORMATION** Provide the following information for *each* Principal with 10% or greater ownership.

Name:				Title:	
Home Address:					
Home Phone:			Cell Phone:		
SS #:			Email Address:		
Years with Company:		Years in Industry:		% Owned:	
Other Business Holdings:					
Description:					

***COMPANY BANKING AND BORROWING INFORMATION:**

Are any loans secured loans (i.e did you pledge any assets to guarantee loans?) Yes No

If yes, please explain: _____

Wiring:

Bank Name: _____ ABA Routing Number: _____

Account #: _____ Bank Officer: _____ Phone: _____

Receivables Information:

Are any extended terms given? Yes No Any consignment sales? Yes No

Any progress payment receivables? Yes No Any bill and hold sales? Yes No

Are your obligations to account debtors **not** fully performed at time of invoicing? Yes No

Do you make sales to any of your affiliates, related companies, or individuals to which any of your Executive Officers are related? Yes No

Do you obtain Performance and/or Payment Bonds on your jobs? Yes No

If yes was answered to any of the above, please explain:

***GROSS COMPANY SALES AND ACCOUNT RECEVABLES INFORMATION:**

Average Monthly Sales Volume:		Projected Sales Volume Next 12 Months:	
Average Invoice Amount:		Standard Selling Terms:	
Please indicate the amount of backorders you are waiting to fulfill:			

***GROSS SALES BY CUSTOMER:**

Name:					
Address:					
Phone Number:			Fax Number		
Average Monthly Sales Volume:			Projected Sales Volume:		
Average Invoice Amount:			Standard Selling Terms:		
Please indicate the amount of backorders you are waiting to fulfill:					

*** Attach a separate sheet for each customer with complete information**

Are you in bankruptcy? Yes No Docket#: _____ Court: _____

Are there any judgments, suits, or liens pending against the company or its principals? Yes No

If yes, please explain: _____

***CUSTOMER PAYMENT METHODS:**

By Credit Card? Yes No

If yes, what is the average yearly amount? _____ Monthly Amount? _____

By Wire Transfer? Yes No

If yes, what is the average yearly amount? _____ Monthly Amount? _____

***Please check the type of financing you are looking for:**

Single Invoice Factoring

Purchase Order Financing

Trade Financing

***ORIGINATION AGREEMENT**

The undersigned, at the initiation of its relationship with Capstone Capital Group, LLC, Capstone Credit LLC, or Capstone Business Funding, LLC (“Capstone”), warrants that there are no local, state or federal tax liens, or previous UCC filings against its current or future receivables, and shall pay a \$250 processing fee and a deposit of \$150 which deposit shall be applied to the cost of filing UCC-1 financing statement(s) or any other public records required by Capstone to comply with applicable state or federal laws. The undersigned further grants Capstone authority to sign its name on UCC-1 Financing Statement(s) in order to effect and/or perfect filings according to the tenor of any and all current and future Purchase & Sale Agreements, and/or any loan documents that may be executed by the parties or for any debtor notifications necessary to inform undersigned's account debtors of any and all assignments. Undersigned further agrees that it will not further encumber the assets set forth in paragraph (I) of the Purchase & Sale Agreement or increase the indebtedness thereon, or transfer or assign said assets except in the ordinary course of business. In addition, the undersigned shall be responsible to reimburse Capstone for expenses reasonably incurred on behalf of the undersigned including, but not limited to Federal Express (or similar service) charges, credit investigations, lien searches, and periodic tax lien searches; Capstone shall be authorized to deduct all such expenses from any rebate or exchange credits of the undersigned it shall be holding to the credit of the undersigned. In the event the undersigned terminates its relationship with Capstone Business Funding, LLC it will be charged a fee of \$350 for the preparation and filing of a UCC-3 Financing Statement.

Company: _____

By: _____ Title: _____

Date: _____

Affirmation and Certification:

State of _____ County of _____ :SS

Sworn to before me this _____ day of _____, 20____

Signature of Notary Public _____

CERTIFICATE OF OFFICER(S) AGREEMENT & CORPORATE RESOLUTION

In order to induce Capstone Business Funding, LLC. to enter into Factoring, Purchase & Sale, and other financing agreements with _____ (The "Corporation"), I hereby certify that; The exact legal title of the corporation is _____. That the Corporation was formed on (date of incorporation) _____ under the laws of the state of _____ and is currently in good standing. The chief place of business of the Corporation is _____, and it has no other place of business except: _____

The following are the Names and Titles of the duly elected officers and owners of the Corporation now holding these respective offices and they are authorized to sign on behalf of the Corporation.

Name & Title	Home Address Phone Numbers	% Ownership	Date of Birth! Social Security#/ Drivers License#	Signature & Permission to Draw Credit & Background Info

Resolved that I am the duly elected Secretary, and the following is a true copy of resolutions duly adopted by the Board of directors at a meeting held on _____, 20_:

The Corporation is authorized to enter into Factoring, Purchase & Sale, and other financing and security agreements with Capstone Business Funding, LLC("Capstone"), and the all of the above listed officers are authorized to sign, or to designate someone to sign the Corporation's name on any and all documents relating thereto; and

The above listed officers are also authorized to sign, or grant authority to Capstone, to sign on behalf of the Corporation, the Corporation's name on any and all any notices of assignments, or other forms required by any governmental or quasi-governmental entities (or other government required assignment forms) for the purpose of perfecting the notification of an assignment and transfer of payment to Capstone, or enable Capstone to recover from a default of any agreement entered into with Capstone.

WITNESS my hand and the seal of the Corporation at _____, this _____ day of _____, 20_



Secretary: _____

The undersigned hereby certifies that the foregoing instrument has been signed by the Secretary and sealed with the seal of the Corporation.

Name: _____

Title: _____

(To be signed by an officer other than the corporate secretary)