



# Factoring Package

Thank you for inquiring about our services, please contact us with any question you might have regarding our factoring package.

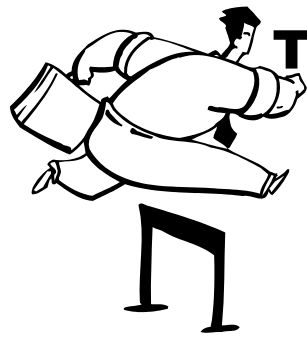
No question is too small or unimportant.

1-800-228-7151

email us at [sales@ucfactors.com](mailto:sales@ucfactors.com)

Visit us at:

<http://www.ucfactors.com>



# TAKE THE UC FACTORS CHALLENGE

## Why you ask?

### **Quality, Integrity, Well Funded, need I say more... OK**

UC Factors has specialized in factoring accounts receivable for over **35 years**. Management has **over 100 years** of factoring experience.

UC Factors has built their integrity on being a dependable, honest factoring company for hundreds of new growing businesses. We have remained strong through the ups and downs of the industry, even when others have abandoned it. The Banking industry comes and goes as they feel, leaving you looking for last minute financing. New Factors normally don't survive due to the lack of experience and funds. We are so confident in what we say, we will not only supply you with existing client references, but also with past client references.

### **High Advance Rates, Low Fees, Qualified, & Efficiency**

**75%-93% Cash Advance within a 1-3 hours**, not 24 hrs like other factors advertise. Variable Fee Schedule **as low as 0.75 %**. UC Factors is one of the only factors that will advertise their normal fees schedules. Our prospect's time is important and does not need to be wasted by a sales person trying to sell you on a program and rate that you will probably never see. Our Administrators are highly trained in their field to better serve our clientele. Let us be your building block to success.

### **No Set up Fees, Non-Recourse, 24hr Approval Response**

Most companies charge you a set-up fee to look at your account, we don't. We assume the credit risk, not you. Our application is written in large print for legibility, and written in simple terms so you don't have to be a lawyer to understand it. We start working on an application as soon as it comes over with the documents requested for review.

## **Consider Factoring a Growth Tool**

## **Let UC Factors be your Company's Tool to Success!**



# Factoring Application



Turn your receivables into immediate cash

Full Legal Business Name \_\_\_\_\_

Address \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## Type of Company

Corporation     Partnership     Individual     LLC    Business Industry \_\_\_\_\_

Federal Tax ID \_\_\_\_\_ State of Incorporation \_\_\_\_\_ Number of Employees \_\_\_\_\_

Do you use a Fictitious Business Name?  Yes  No    If so, Fictitious Name \_\_\_\_\_

Have you ever filed for Bankruptcy?  Yes  No    If so, When & Where \_\_\_\_\_

Taxes Past Due?  Yes  No    Any Judgements?  Yes  No    Special Permits Required?  Yes  No

Have you or any Principal ever factored accounts before?  Yes  No    If so what source? \_\_\_\_\_

Any accounts receivable and/or assets now assigned, pledged, or liened as collateral?  Yes  No

To whom \_\_\_\_\_ Type of collateral \_\_\_\_\_

A/R Outstanding \$ \_\_\_\_\_ Average Monthly Sales Volume \$ \_\_\_\_\_ Average Invoice Amount \$ \_\_\_\_\_

Monthly volume you intend to factor \$ \_\_\_\_\_ How soon do you need to start factoring? \_\_\_\_\_

Do you issue Credit Memo's or R.A.'s to your Customers?  Yes  No    If so, please explain \_\_\_\_\_

Can you Supply a Signed Receipt(s) of Service(s) Rendered or Proof of Product(s) Shipped?  Yes  No

How did you hear about us? \_\_\_\_\_

## OWNER/OFFICER/MEMBER INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Social Security # \_\_\_\_\_ D/L# \_\_\_\_\_ Year(s) in the Industry \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth  Ever filed for Banruptcy?  Yes  No    If so, When \_\_\_\_\_

## OWNER/OFFICER/MEMBER INFORMATION (COPY THIS PAGE FOR ADDITIONAL OWNERS/OFFICERS/MEMBERS)

Name \_\_\_\_\_ Title \_\_\_\_\_

Social Security # \_\_\_\_\_ D/L# \_\_\_\_\_ Year(s) in the Industry \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth  Ever filed for Banruptcy?  Yes  No    If so, When \_\_\_\_\_

**BUSINESS AND/OR CUSTOMER REFERENCES (CUSTOMERS WHO PAY YOU)**

1. \_\_\_\_\_  
Company Name Contact Name Phone #

\_\_\_\_\_  
City State Email

Will this be a factored account?  Yes  No Debtor Terms: \_\_\_\_\_ Days Credit Line Request \$ \_\_\_\_\_

2. \_\_\_\_\_  
Company Name Contact Name Phone #

\_\_\_\_\_  
City State Email

Will this be a factored account?  Yes  No Debtor Terms: \_\_\_\_\_ Days Credit Line Request \$ \_\_\_\_\_

3. \_\_\_\_\_  
Company Name Contact Name Phone #

\_\_\_\_\_  
City State Email

Will this be a factored account?  Yes  No Debtor Terms: \_\_\_\_\_ Days Credit Line Request \$ \_\_\_\_\_

4. \_\_\_\_\_  
Company Name Contact Name Phone #

\_\_\_\_\_  
City State Email

Will this be a factored account?  Yes  No Debtor Terms: \_\_\_\_\_ Days Credit Line Request \$ \_\_\_\_\_

5. \_\_\_\_\_  
Company Name Contact Name Phone #

\_\_\_\_\_  
City State Email

Will this be a factored account?  Yes  No Debtor Terms: \_\_\_\_\_ Days Credit Line Request \$ \_\_\_\_\_

**I hereby certify that all information provided above is true and correct to the best of my knowledge and is given to induce UC Factors to consider entering into a factoring relationship with the Applicant(s). I do hereby authorize UC Factors to verify and investigate at any time the information provided. A photocopy or facsimile of this authorization will be as valid as the original.**

Full Name \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Important! These Documents must be provided when submitting this application**

- 1. Articles of Incorporation (INC) and Organizational Minutes (showing the election of officers) and Statement of Information
- 2. Articles of Organization (LLC) and Operating Agreement (showing the election of member(s) and/or manager(s) and Statement of Information
- 3. Fictitious Name Filing(s), also known as DBA or Assumed Business Name Filing (include copy of Driver's License and Social Security Card)
- 4. Sample Invoice with supporting Documents (POD, Signed Delivery Receipt(s), Shipping Receipt(s) w/Tracking #
- 5. Accounts Receivable and Payable Aging Report
- 6. Permits (If applicable) and/or Business License (if applicable)
- 7. List of Customers you intend to Factor with Addresses and Phone #'s (for credit check)

Please fax back with required documents to 909-394-5414 for processing

# F.A.Q.

- Q. Is there a set-up fee?  
A. No, we absorb 100% of the cost of qualifying and preparing all documents for a new client.
- Q. How long does it take to process an application?  
A. The majority of our applications are processed within 24 to 48 hours.
- Q. How quickly does UC Factors fund on invoices?  
A. Within 1-3 business hours of receiving client's required paperwork, sometimes sooner.
- Q. Will UC Factors factor for a new business?  
A. Yes, as long as the owner of the business can give references that show he or she is knowledgeable and experienced in the industry their business belongs to.
- Q. What requirements do you have for a new factoring client?  
A. We ask that they supply us with customer references, reasonably accurate in their paper work, and doing business with credit worthy customers.
- Q. Does UC Factors require a long-term contract?  
A. Only with Accounts Factoring more than 500K a month or special circumstances.
- Q. Do we have to factor everything in order to qualify?  
A. NO, as long as you meet the minimum volume requirement per month, there is no other obligation pertaining to volume, however we do recommend that you factor all the receivables due from any particular customer; this will avoid any complication on where the check should be mailed to.
- Q. What happens if I don't meet my minimum volume commitment for a particular month?  
A. You will pay the minimum factoring fee on the amount of the shortfall.
- Q. Do you mail my invoices daily to my customers?  
A. Yes, every invoice funded gets mailed that same day.
- Q. Does my customer mail their payment to me still?  
A. No, not if it is for a factored invoice. UC Factors places an assignment stamp, stating that payments are to be remitted directly to us.
- Q. What do I do if a customer mails me a check for a factored invoice?  
A. You fax a copy and forward to us that same day. Do not cash the check no matter what. If it is made out to you we will endorse it over to UC Factors, our agreement give us this right.
- Q. How long does it take to check credit on a new account debtor?  
A. If the account can be found in our credit books or our computer database files, UC Factors can respond within minutes. If the account has to be checked out by a bank reference and trade references, it might take a few days to get back to you. Our response depends on the response of the references.
- Q. How do I know which of my customers you will factor?  
A. After providing us with a complete list of customers proposed to be factored together with their address, phone number and estimated credit line needed, we will check into their credit history and respond to you promptly by phone, fax and/or email.
- Q. How does UC Factors handle collections?  
A. UC Factors is extremely professional in handling collections. Your customers are treated as if they were our customers. We are very diligent about making calls at the appropriate time but we are careful to treat your customer with professional courtesy.
- Q. Will my customers object to me factoring invoices owed by them?  
A. There are some customers who will question their invoices being factored. However, this is extremely rare. We normally are able to overcome this problem by explaining what factoring is to them. Their hesitation is from the lack of understanding what factoring is.
- Q. How can I be assured that you will do everything you say that you will do?  
A. We are happy to supply you with past and present client references. Management makes our Agreements, not high-pressure sales people who will say whatever it takes to get your business and then never follow through with their commitments. This is one reason there is no term commitment. If we don't do everything we say we are going to do, you always have the freedom to quit.
- Q. How long does it take to return residuals (rebates)?  
A. The same day your customer's check is received by us. Most Factors send rebates monthly or whenever you make a request.
- Q. What types of filings are made in connection with your factoring program?  
A. We place a Uniform Commercial Code filing with the Secretary of State against all present and future accounts receivable in the state where our client is registered. We must have first position on this filing in order to buy the accounts of our clients.
- Q. Why is there a filing against all present and future accounts receivable, if I can select the invoices I wish to sell and the ones I wish to carry on my own and not factor them?  
A. There is no other practical way to make a single filing that will allow factoring of any receivable you wish to sell. Also accounts the client doesn't sell become collateral for the faithful performance of our client in following the rules of our Security Agreement. There is also a concern that if we don't cover all receivables, there is a possibility we could be buying someone else's collateral at a later date.



*Turn your receivables into immediate cash*

## ***Funding Requirements***

### **Customer's Credit must be cleared by UC Factors before submitting invoice(s) for sale.**

- ❖ Submit request Online (ClientWeb) or Fax. Turnaround time- 5-30 minutes usually
- ❖ Invoice(s) submitted without approval will be returned unfunded

### **Original Invoice(s) with:**

- ❖ **Signed & Dated Receipt(s) of Services Rendered or Product(s) Received**
- ❖ **Purchase Order (if applicable) with extension if shipped after cancel date**
- ❖ **Packing Slip (if applicable) must show UC Factors assignment information on slip**
- ❖ **Contract Agreement (if applicable)**
- ❖ **Unconditional Release & Waiver(s) (if applicable)**

- UCF does not buy/fund invoice(s) that have already been billed to your customer
- UCF does not buy/fund invoice(s) that are older than 30 days past service date
- Invoice(s) verification is done at UCF discretion before funding (normally invoice(s) in the High 4 figure + will be verified)
- UCF **must** bill invoice directly to Debtor, if you include a Packing Slip or Invoice with Product then our assignment information **must** be on Invoice or Packing Slip

### **A Signed Bill of Sale detailing invoice(s) for sale. This form will be provided by UC Factors**

- ❖ B/S must have an original signature (no stamp or electronic signature) of an authorized person-no exceptions made (legal document).
- ❖ Forms are available in a fill out and print interactive PDF file or you can get them from our websites.

### **Operations**

Ana Arreola-Senior Account Analyst  
Teresa Alejo-Senior Account Analyst  
Tina Clark-Account Analyst  
Natasha Smith-Account Analyst  
Brianna Bernal-Account Analyst  
Valerie Diaz-Account Executive  
Sara Spurrier-Account Executive  
Beena Chudasama-Senior Collector  
Amy Perez-Operations Supervisor  
Lori Raygoza-Operations Manager

Please feel free to call anyone of us above with any questions you might have at 909-394-5400 or email us at [customerservice@ucfactors.com](mailto:customerservice@ucfactors.com). We look forward to servicing your account and thank you for your business.