



# Inventory Addendum

Date: \_\_\_\_\_

Business Development Officer: \_\_\_\_\_

**THIS SUPPLEMENT IS TO BE COMPLETED ONLY IF ADVANCES ON INVENTORY ARE BEING REQUESTED**

COMPANY NAME: \_\_\_\_\_

INVENTORY COMPONENTS		Description of Each Component (below)
Raw Materials:	\$	
Work in Progress:	\$	
Finished Goods:	\$	
In Transit:	\$	
TOTAL	\$	

LOCATION(S) OF INVENTORY			
Address	\$ Amount	%	Type (Own, Lease, Public Warehouse) and Name

**INVENTORY INFORMATION**

Method of inventory costing: \_\_\_\_\_ Software Used: \_\_\_\_\_

An aging of inventory available?:  Yes  No How read? \_\_\_\_\_ Computerized, real-time perpetual system that updates daily? :  Yes  No

Frequency of physical count: \_\_\_\_\_ Date of last physical count: \_\_\_\_\_ Type of monthly report: \_\_\_\_\_

Any inventory on consignment:  Yes  No *If yes, what and where:* \_\_\_\_\_

Any warehousing agreements in place:  Yes  No *If yes, what and where:* \_\_\_\_\_

Method of disposal of slow-moving/obsolete inventory: \_\_\_\_\_

Any licenses, agreements or royalties related to inventory: \_\_\_\_\_

Any imported inventory:  Yes  No *If yes, what method:*  Paid in Advance  Letters of Credit  Open Credit

Any inventory that requires off-site contracting:  Yes  No *If yes, where and amount:* \_\_\_\_\_

Any inventory perishable, or have a limited / short shelf life?  Yes  No *If yes, what:* \_\_\_\_\_

Any inventory:  Contain customer-specific labels or markings  Subject to license agreement *If yes to either, please explain:* \_\_\_\_\_

LIENS ON INVENTORY	
Secured Party	All or Part of Inventory

Has inventory ever been appraised: \_\_\_\_\_ By whom & when: \_\_\_\_\_

Is inventory seasonal:  Yes  No *If yes, please describe:* \_\_\_\_\_

Are there any buy-back agreements with vendor: \_\_\_\_\_

Amount of insurance on inventory: \$ \_\_\_\_\_ Insurer: \_\_\_\_\_ Exp Date of Policy: \_\_\_\_\_