

## BUSINESS NOTE WORKSHEET

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOW OLD IS THE BUSINESS: \_\_\_\_\_ HOW LONG DID SELLER OWN IT: \_\_\_\_\_

WHAT QUALIFICATIONS DOES THE PAYOR HAVE TO OPERATE THIS BUSINESS: \_\_\_\_\_

IF PAYOR IS A CORPORATION, IS THERE ALSO A CREDITWORTHY INDIVIDUAL LIABLE FOR  
PAYMENT? \_\_\_ YES \_\_\_ NO

DATE OF SALE: \_\_\_\_\_ NOTE POSITION: \_\_\_\_\_

SALE PRICE: \$ \_\_\_\_\_ CURRENT BALANCE: \$ \_\_\_\_\_

DOWN PAYMENT: \$ \_\_\_\_\_ INTEREST RATE: \_\_\_\_\_ %

ORIGINAL BALANCE: \$ \_\_\_\_\_ PAYMENT AMOUNT: \$ \_\_\_\_\_

FIRST PAYMENT DUE: \_\_\_\_\_ PAYMENT FREQUENCY: \_\_\_\_\_

ORIGINAL TERM: \_\_\_\_\_ NEXT PAYMENT DUE: \_\_\_\_\_

# PAYMENTS MADE: \_\_\_\_\_ BALLOON PAYMENT DUE: \_\_\_\_\_

# PAYMENTS REMAINING: \_\_\_\_\_ BALLOON AMOUNT: \_\_\_\_\_

AMOUNT OF OTHER LIENS: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

QUOTE: \$ \_\_\_\_\_ FOR WHOLE PURCHASE  
\$ \_\_\_\_\_ FOR \_\_\_\_\_ PAYMENTS

BY: \_\_\_\_\_