CREDIT IMPORT REQUEST FORM

Client Name: _____ Date: _____
Requestor Name: _____

Credit Import Policy Guidelines:
- Requests are processed on a first come, first serve basis.
- Depending on the volume of your request, processing may take up to two business days. If more time is required, you will be notified prior.
- SalesChain can only process files in xls format.
- PDF conversions to XLS are not acceptable (the columns become merged).

Catalog Manufacturer:

☐ Canon ☐ Formax ☐ FP ☐ Konica ☐ Kyocera ☐ Lanier ☐ Lexmark

☐ Pitney ☐ Ricoh ☐ Samsung ☐ Savin ☐ Sharp ☐Toshiba ☐ Xerox

☐ HP ☐ Brother ☐ KIP ☐ Other _____

If file has multiple tabs, please indicate which tab(s) to process.

Please list credit effective date: _____

Credit Level:

Name	Spreadsheet Column	Strategic Credit Y/N	
_____	_____	☐ Yes	☐ No
_____	_____	☐ Yes	☐ No
_____	_____	☐ Yes	☐ No
_____	_____	☐ Yes	☐ No