



CREDIT PROFILE ON:

Sample Credit Profile Company

12345 Sample St.
New York, NY 12345-6789

HCA MEMBER: Credit Manager
Your Hotel

HCA FILE # **HCA-12AXX**

CREDIT PROFILE DATE: **12/23/12**

PROFILE COMMENTS: This is a sample Credit Profile.

DELINQUENT REFERENCE (reported by other HCA members)

REFERENCE TYPE

#1 **Virginia Avenue Hotel Virginia Beach, VA**

Hotel / Hospitality

Function: 04/2011 (function name not indicated)

Reported to HCA on: 09/25/12

Amount Billed: \$19,687.00

Payment History: Billed: 05/03/11 Payment: See Comments

Advance Deposit: \$1,000.00

Repeat Customer: No

Acct Opened: 04/2011

Comments: The customer disputed several charges. The contact did not return numerous phone calls and emails. A revised invoice of \$18,000.00 was sent on 06/27/11. A 4 month payment plan of \$4,500.00 a month was arranged on 07/25/11 and began on 08/01/11. The final payment was received on 11/01/11. This customer will not be allowed future billing privileges.

SUPPLIED REFERENCES (submitted by your hotel, to HCA, for this report)

REFERENCE TYPE

#2 **Baltic Hotel Philadelphia, PA**

Hotel / Hospitality

Function: 12/2011 2011 Christmas Party

Amount Billed: \$12,186.35

Payment History: Within 49 Days

Advance Deposit: Not Indicated

Repeat Customer: Yes

Acct Opened: 04/1998

Comments: The delay in payment was due to hotel billing errors. To insure prompt payment, it is recommended to obtain a purchase order number.

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PO Box 459 Grafton, IL 62037 618-786-5100 ph. 618-786-5200 fax
www.hotelcreditassociation.com

HOTEL CREDIT ASSOCIATION

CREDIT PROFILE ON: **Sample Credit Profile Company**HCA FILE # **HCA-12AXX** (Page 2)CREDIT PROFILE DATE: **12/23/12*****SUPPLIED REFERENCES (CONTINUED)***

REFERENCE TYPE

| | | REFERENCE TYPE |
|------------------|--|---------------------|
| #3 | Marvin Gardens Hotel Baltimore, MD | Hotel / Hospitality |
| Function: | 06/2012 2012 Annual Conference | |
| Amount Billed: | \$56,358.00 | |
| Payment History: | Billed: 06/27/12 Paid: 07/23/12 | |
| Advance Deposit: | Not Indicated | |
| Repeat Customer: | Yes | |
| Acct Opened: | 10/2005 | |
| Comments: | None | |
| #4 | Park Place Downtown Hotel New York, NY | Hotel / Hospitality |
| Function: | 10/2011 (function name not indicated) | |
| Amount Billed: | \$25,000.00 + | |
| Payment History: | Within 30 Days | |
| Advance Deposit: | None | |
| Repeat Customer: | Yes | |
| Acct Opened: | 10/2010 | |
| Comments: | The client is easy to work with. A credit card is kept on file to guarantee charges. | |

DATABASE REFERENCES *(additional information from HCA's database)*

REFERENCE TYPE

| | | |
|------------------|---|--|
| #5 | Atlantic Resort Atlantic City, NJ | Hotel / Hospitality |
| Function: | 06/2011 2011 Annual Conference | Verified by HCA on: 11/17/11 |
| Amount Billed: | \$78,462.00 | |
| Payment History: | Within 48 Days | |
| Advance Deposit: | \$15,000.00 | |
| Repeat Customer: | No | |
| Acct Opened: | 06/2011 | |
| Comments: | There were small adjustments for incidentals and A/V charges. The contact person is no longer with the company. Several telephone calls were necessary to expedite payment. Once the correct person was contacted, the payment was received promptly. | |
| #6 | Illinois Hotel & Conference Center Chicago, IL | Hotel / Hospitality |
| Function: | 09/01/12 Fall Meeting | Verified by HCA on: 12/07/12 |
| Amount Billed: | \$23,587.41 | |
| Payment History: | Billed: 09/14/12 Paid: 12/06/12 | |
| Advance Deposit: | \$2,500.00 | |
| Repeat Customer: | Yes | |
| Acct Opened: | 04/2009 | |
| Comments: | They were also billed \$68,266.43 on 06/27/09 and the payment was received on 08/15/09. There were several disputes for attrition, food & beverage and banquets. | |

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DATABASE REFERENCES (CONTINUED)

REFERENCE TYPE

| | |
|--|--|
| #7 St. James Place Hotel & Suites Dallas, TX | Hotel / Hospitality |
| Function: Ongoing (function name not indicated) | Verified by HCA on: 08/23/11 |
| Amount Billed: \$4,000.00 - \$6,000.00 (Monthly Average) | |
| Payment History: Within 30 Days (Average) | |
| Advance Deposit: Not Indicated | |
| Repeat Customer: Yes | |
| Acct Opened: 06/2009 | |
| Comments: This client has been billed as high as \$15,000.00 and always pays within the hotel's terms. | |

| | |
|--|--|
| #8 Boardwalk Office Supply Company New York, NY | Trade / Vendor |
| Amount Billed: \$7,000.00 - \$8,000.00 (Monthly) | Verified by HCA on: 06/14/12 |
| Payment History: Within 12.4 Days (Average) | |
| Account Opened: 01/2001 | |
| Comments: This is an excellent account that receives a discount for prompt payments. | |

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