

# Bankruptcy Checklist\*

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

Acct. No.: \_\_\_\_\_ Credit Manager: \_\_\_\_\_

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1. **Notification** of BK filing from \_\_\_\_\_.
  2. **Confirmation:** Ch. \_\_\_\_ BK filing confirmed by \_\_\_\_\_;  
filed \_\_\_\_\_; case # \_\_\_\_\_.  
(date)
  3. **APB** issued \_\_\_\_\_ and unshipped orders placed on hold pending review.  
(date and time)
  4. **Shipments in transit:** Demand issued \_\_\_\_\_ to \_\_\_\_\_  
for \$ \_\_\_\_\_.  
(date) (carrier)
  5. **If continuing** with customer: New account #: \_\_\_\_\_  
Terms of Sale: \_\_\_\_\_ SLC  PG  Collateral
  6. **Administrative claim** analysis for period from \_\_\_\_\_ through \_\_\_\_\_  
completed. If appropriate, filing issued \_\_\_\_\_ for \$ \_\_\_\_\_.  
(date) (date)
  7. **Reclamation** analysis covering period from \_\_\_\_\_ through \_\_\_\_\_  
completed. If appropriate, demand letter issued \_\_\_\_\_ for \$ \_\_\_\_\_.  
(date) (date)
  8. **Preference analysis** covering period from \_\_\_\_\_ through \_\_\_\_\_  
Potential preference exposure \$ \_\_\_\_\_.  
(date) (date)
  9. **Postmortem** completed (attached) \_\_\_\_\_; copies to \_\_\_\_\_.  
(date)
  10. **Proof of claim** filed \_\_\_\_\_ for \$ \_\_\_\_\_.  
(date)
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Companies may wish to add points on receiving Ch. 11 disclosure statement and voting or other steps for specific types of cases in certain industries.

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\*Provided courtesy of NACM Commercial Services