

# OVERSEAS BUYER VERIFICATION WORKSHEET

Record evidence, unresolved questions and your decision before committing.

Your business / completed by / date:

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Buyer legal name / country / registration number:

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## 1. Identity and independently verified contact

Official register or other independent source / date checked:

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Registered address / website / contact person:

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Independent phone verification / result:

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## 2. Order and references

Product / specifications / quantity / destination:

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Buyer, consignee and payer: same entity? If not, explain:

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Trade reference contacted / date / relevant feedback:

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Unresolved questions or inconsistencies:

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### 3. Payment and shipment checks

Payment terms / bank discussion / conditions before release:

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Credit or insurance checks / source / date / limits:

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Delivery responsibilities / inspection / acceptance criteria:

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### 4. Decision and next action

Decision: proceed with conditions / pause / decline (circle one)

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Conditions that must be met before production or shipment:

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Next action / responsible person / deadline:

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Approved by / approval date / next review date:

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### Final review

- ☐ Legal identity and contacts checked independently
- ☐ Order details and each party's role are understood
- ☐ Payment conditions and shipment responsibilities are written
- ☐ Material unresolved issues are addressed before funds or goods are released

Keep this record securely. Collect only necessary information.

Verification reduces uncertainty; it does not guarantee payment or a safe transaction.