

MIND YOUR BUSINESS

Business Credit Building Workbook

Interactive Guide to Building Strong Business Credit

By LaDonyae Thomas

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Companion Workbook to Mind Your Business: 10 Steps to Build Your Business Credit

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How to Use This Workbook

This workbook transforms the 10 step business credit building system into actionable worksheets, templates, and tracking tools. Complete each section in order, and use the templates and checklists to stay organized throughout your credit building journey.

What You'll Find:

- Step by step worksheets for each phase
- Document templates ready to customize
- Progress tracking sheets
- Vendor application organizers
- AI prompt templates
- 90 day action planner

Success Tips:

- Complete sections in order. Do not skip ahead
- Fill out all worksheets completely
- Update tracking sheets regularly
- Review progress monthly
- Keep all documents organized

FOUNDATION PHASE

STEPS 1 TO 3

Business Foundation Checklist

Business Entity Formation

EIN Application

Step 1 Worksheet

Business Foundation Checklist

Business Name Verification

Business Name: _____

- ☐ Google Search Completed (Date: _____)
- ☐ State Secretary of State Search Completed (Date: _____)
- ☐ USPTO Trademark Search Completed (Date: _____)

Name Available? Yes ☐ No ☐

Alternative Names (if needed):

1. _____

2. _____

3. _____

NAICS Code Research

Industry Description: _____

NAICS Code: _____

Source Used: ☐ naics.com ☐ census.gov/naics

☐ Code Verified (Date: _____)

Local Resources Contacted

☐ SBA Local Office: Phone: _____ Contact Date: _____

☐ SCORE Chapter: Phone: _____ Contact Date: _____

☐ SBDC Location: Phone: _____ Contact Date: _____

☐ Chamber of Commerce: Phone: _____ Contact Date: _____

Notes & Next Steps

Step 2 Worksheet

Business Entity Formation

Entity Selection

- ☐ LLC (Recommended for most small businesses)
- ☐ Corporation (For businesses raising capital/issuing stock)

Why I chose this structure:

State Registration Information

State of Registration: _____

Filing Fee Amount: \$ _____

Filing Date: _____

Confirmation Number: _____

Registered Agent Details

Self Appointed ☐ Professional Service ☐

Name: _____

Address: _____

Phone: _____

Annual Cost (if service): \$ _____

Business Address

Home Address ☐ Commercial Address ☐ Virtual Address ☐

Address: _____

Virtual Service Provider (if applicable): _____

Monthly Cost: \$ _____

Required Documents Created

- ☐ Articles of Organization/Incorporation Filed
- ☐ Operating Agreement/Bylaws Drafted
- ☐ Initial Resolutions Adopted
- ☐ Registered Agent Agreement Signed

Document Storage Location:

Physical: _____

Digital: _____

Step 3 Worksheet

EIN Application

Preapplication Checklist

- ☐ Legal business name confirmed: _____
- ☐ Business address verified: _____
- ☐ Responsible party SSN/ITIN ready
- ☐ Business structure confirmed: ☐ LLC ☐ Corporation ☐ Other

Application Method Used

- ☐ Online at IRS.gov (Fastest and Recommended)
- ☐ Mail (4 to 6 weeks)
- ☐ Fax (4 business days)

Application Details

Application Date: _____

EIN Received: _____

Confirmation Letter Saved: ☐ Physical ☐ Digital

EIN Security Checklist

- ☐ EIN stored in secure location
- ☐ Access limited to authorized personnel
- ☐ Backup copy stored separately
- ☐ Added to business document master list

IMPORTANT REMINDER

Never pay for EIN applications. They are FREE through IRS.gov.

Notes:

SETUP PHASE

STEPS 4 TO 6

Business Banking Setup
Business Phone Setup
DUNS Number Application

Step 4 Worksheet

Business Banking Setup

Banking Institution Research

Traditional Banks Considered:

- ☐ Chase Business: Fees: \$ _____ Features: _____
- ☐ Capital One: Fees: \$ _____ Features: _____
- ☐ PNC Business: Fees: \$ _____ Features: _____
- ☐ Other: _____ Fees: \$ _____ Features: _____

Fintech Banks Considered:

- ☐ Mercury: Fees: \$ _____ Features: _____
- ☐ Novo: Fees: \$ _____ Features: _____
- ☐ Relay: Fees: \$ _____ Features: _____
- ☐ Bluevine: Fees: \$ _____ Features: _____

Final Selection:

Chosen Bank: _____

Reason for Choice: _____

Account Opening Checklist

- ☐ EIN number ready
- ☐ Business registration documents
- ☐ Operating Agreement/Bylaws
- ☐ Personal ID (driver's license/passport)
- ☐ SSN for business owner(s)
- ☐ Initial deposit amount: \$ _____

Account Details

Account Type: ☐ Checking ☐ Savings ☐ Both

Account Number: _____ (Keep Secure)

Routing Number: _____

Debit Card Ordered: ☐ Yes ☐ No

Online Banking Setup: ☐ Complete ☐ Pending

Mobile App Downloaded: ☐ Yes ☐ No

Monthly Maintenance

Monthly Fee: \$ _____

Minimum Balance Required: \$ _____

Transaction Limits: _____

Overage Fees: \$ _____

Business Banker Contact

Name: _____

Phone: _____

Email: _____

Step 5 Worksheet

Business Phone Setup

Phone Service Research

VoIP Services Compared:

- ☐ RingCentral: Cost: \$ _____ /month Features: _____
- ☐ Grasshopper: Cost: \$ _____ /month Features: _____
- ☐ Ooma: Cost: \$ _____ /month Features: _____
- ☐ Vonage: Cost: \$ _____ /month Features: _____

Phone Apps Compared:

- ☐ Google Voice: Cost: \$ _____ /month Features: _____
- ☐ OpenPhone: Cost: \$ _____ /month Features: _____
- ☐ SmartLine: Cost: \$ _____ /month Features: _____

Final Selection:

Provider Chosen: _____

Monthly Cost: \$ _____

Setup Fee: \$ _____

Phone Number Details

Number Type: ☐ Local ☐ Toll Free ☐ Vanity

Phone Number: _____

Area Code Reason: _____

Features Activated

- ☐ Professional voicemail with custom greeting
- ☐ Call forwarding to mobile: _____
- ☐ Business hours set: From _____ AM/PM to _____ AM/PM
- ☐ Auto attendant configured
- ☐ Voicemail to email setup
- ☐ Mobile app installed and configured

Professional Greeting Script

SCRIPT

"Thank you for calling [Business Name]. [Brief service description]. If you know your party's extension, you may dial it at any time. For [service 1], press 1. For [service 2], press 2. To speak with someone immediately, press 0 or stay on the line. We look forward to serving you."

Integration Checklist

- ☐ Updated business bank account records
- ☐ Updated state business registration
- ☐ Added to business cards (when printed)
- ☐ Updated website contact information
- ☐ Added to email signatures
- ☐ Updated social media profiles

Step 6 Worksheet

DUNS Number Application

Preapplication Address Verification

Ensure this address matches ALL business documents:

Business Address Used:

Address Consistency Check:

State Registration: ☐ Matches ☐ Needs Update

EIN Records: ☐ Matches ☐ Needs Update

Business Bank Account: ☐ Matches ☐ Needs Update

Business Phone Service: ☐ Matches ☐ Needs Update

DUNS Application Information

Legal Business Name: _____

Business Entity Type: ☐ LLC ☐ Corporation ☐ Other

Industry Type: _____

NAICS Code: _____

Number of Employees: _____

Annual Sales Volume: \$ _____ (if applicable)

Application Submission

Application Date: _____

Application Method: ☐ Online ☐ Phone

Confirmation Number: _____

Expected Processing Time: ☐ 30 days (free) ☐ 1 to 2 days (expedited)

DUNS Number Received

DUNS Number: _____

Date Received: _____

Confirmation Email Saved: ☐ Yes

Credit Bureau Registration

- ☐ Dun & Bradstreet Profile Active
- ☐ Experian Business Registration: Date: _____
- ☐ Equifax Business Registration: Date: _____

PAYDEX Score Goal Setting

Target PAYDEX Score: _____ (Recommend 80+)

Current Score: _____ (Update Monthly)

Score Check Date: _____

CREDIT BUILDING PHASE

STEPS 7 AND 8

Credit Building Strategy
Vendor Application Tracker
Payment Tracking System

Step 7 Worksheet

Credit Building Strategy

Foundation Completion Checklist

- ☐ Business entity legally established
- ☐ EIN obtained and secured
- ☐ Business bank account opened and active
- ☐ Professional phone number operational
- ☐ DUNS number received and verified

Credit Building Goals

3 Month Goals:

- 1.
- 2.
- 3.

6 Month Goals:

- 1.
- 2.
- 3.

12 Month Goals:

- 1.
- 2.
- 3.

Payment Strategy

Target Payment Timing: ☐ On Time ☐ 5 Days Early ☐ 10 Days Early

Payment Method: ☐ Business Bank Bill Pay ☐ Online Vendor Portals ☐ Automatic

Payment Tracking System: ☐ Spreadsheet ☐ Software ☐ App

Record Keeping System

- ☐ Physical Filing System Setup
- ☐ Digital Storage Organization
- ☐ Backup System in Place
- ☐ Document Access Authorization

Step 8 Worksheet

Vendor Application Tracker

Priority Vendor Application List

Phase 1: Easy Approval Vendors

Amazon Business Pay by Invoice

Application Date: _____ Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ Denied

First Purchase Date: _____

Payment Terms: Net 30 ☐ Net 45 ☐ Net 60 ☐

Uline

Application Date: _____ Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ Denied

First Purchase Date: _____

Reports To: D&B ☐ Experian ☐ Equifax ☐

Phase 2: Multiple Bureau Reporting

Crown Office Supplies

Application Date: _____ Annual Fee Paid: \$ 99 Date: _____

Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ Denied

Reports To: D&B ☐ Experian ☐ Equifax ☐ (All 3)

Phase 3: Office Supply Vendors

Quill

Application Date: _____ Annual Membership Fee: \$ 99.99 Date: _____

Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ Denied

Minimum Order Requirement: \$ 100

Office Depot/Office Max

Application Date: _____ Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ Denied

Trade References Provided: ☐ Yes ☐ No

Staples Business

Application Date: _____ Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ DeniedPurchasing Threshold Met: ☐ Yes ☐ No**Additional Vendors**

Vendor Name: _____

Application Date: _____ Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ Denied

Special Requirements: _____

Vendor Name: _____

Application Date: _____ Credit Limit: \$ _____

Status: ☐ Pending ☐ Approved ☐ Denied

Special Requirements: _____

Payment Tracking System

Monthly Payment Tracker

Month: _____ Year: _____

Vendor	Invoice Date	Due Date	Amount	Payment Date	Days Early/Late	Status
			\$			☐ Paid
			\$			☐ Paid
			\$			☐ Paid
			\$			☐ Paid
			\$			☐ Paid
			\$			☐ Paid
			\$			☐ Paid
			\$			☐ Paid

Monthly Summary

Total Invoices: _____

Total Amount Paid: \$ _____

Average Days Early: _____

On Time Payment Percentage: _____ %

PAYDEX Impact Calculation

Payments 30+ Days Early: _____ (100 points each)

Payments 1 to 29 Days Early: _____ (90 to 99 points each)

On Time Payments: _____ (80 points)

Late Payments: _____ (Negative impact)

MONITORING PHASE

STEP 9

Credit Monitoring Setup

Step 9 Worksheet

Credit Monitoring Setup

Credit Monitoring Services

Nav.com Setup

- ☐ Free Account Created: Date: _____
- ☐ Business Information Updated
- ☐ Credit Scores Accessed: D&B ☐ Experian ☐ Equifax ☐
- ☐ Alerts Configured
- ☐ Premium Upgrade? ☐ Yes (\$29.95 to \$59.95 per month) ☐ No

Individual Bureau Monitoring

Dun & Bradstreet

- ☐ Business Credit Report Purchased: Date: _____
- ☐ PAYDEX Score: _____ Date: _____
- ☐ Credit Builder Plus? ☐ Yes ☐ No Cost: \$ _____

Experian Business

- ☐ Business Credit Report Purchased: Date: _____
- ☐ Intelliscore Plus: _____ Date: _____
- ☐ Monitoring Service? ☐ Yes ☐ No Cost: \$ _____

Equifax Business

- ☐ Business Credit Report Purchased: Date: _____
- ☐ Business Credit Risk Score: _____ Date: _____
- ☐ Monitoring Service? ☐ Yes ☐ No Cost: \$ _____

Monthly Credit Monitoring Schedule

Task	Week 1	Week 2	Week 3	Week 4
Check Nav.com alerts	☐	☐	☐	☐
Review payment reporting	☐		☐	
Update business info	☐			
Vendor payment verification		☐		☐

Credit Report Error Tracking

Error #1:Bureau: ☐ D&B ☐ Experian ☐ EquifaxError Type: ☐ Payment History ☐ Account Info ☐ Business Info ☐ Other

Description: _____

Dispute Filed Date: _____ Resolution Date: _____

Status: ☐ Resolved ☐ Pending ☐ Denied**Error #2:**Bureau: ☐ D&B ☐ Experian ☐ EquifaxError Type: ☐ Payment History ☐ Account Info ☐ Business Info ☐ Other

Description: _____

Dispute Filed Date: _____ Resolution Date: _____

Status: ☐ Resolved ☐ Pending ☐ Denied

GROWTH PHASE

STEP 10

Industry Trend Monitoring

Step 10 Worksheet

Industry Trend Monitoring

Information Sources Setup

Weekly Information Sources:

- ☐ SBA.gov newsletter subscription
- ☐ Forbes business credit articles
- ☐ Entrepreneur magazine subscription
- ☐ Inc. magazine subscription
- ☐ CreditBoards.com forum membership

Monthly Resources:

- ☐ Credit Research Foundation Journal
- ☐ Credit & Financial Management Review
- ☐ Business Credit Magazine
- ☐ NACM.org updates

Professional Development:

- ☐ NACM membership: Date: _____ Cost: \$ _____
- ☐ IACC resources access: Date: _____
- ☐ Local Chamber of Commerce: Membership Date: _____

Quarterly Strategy Review Template

Quarter: _____ Year: _____

Credit Building Progress:

Starting PAYDEX Score: _____

Current PAYDEX Score: _____

Score Improvement: _____ points

New Vendor Accounts Added: _____

Total Active Trade Lines: _____

New Opportunities Identified:

1. _____

2. _____

3. _____

Challenges Encountered:

1. Challenge: _____

Resolution: _____

2. Challenge: _____

Resolution: _____

Next Quarter Goals:

1. _____

2. _____

3. _____

Strategy Adjustments:

AI Integration Tools

AI Prompt Templates for Credit Building

Business Strategy Development Prompts

TEMPLATE 1: CUSTOM CREDIT PLAN

"I own a [BUSINESS TYPE] in [INDUSTRY] that's been operating for [TIME PERIOD]. My current PAYDEX score is [SCORE] and I want to improve it to [TARGET SCORE] to qualify for [SPECIFIC GOAL]. I have [BUDGET/TIME CONSTRAINTS]. Create a detailed 6 month credit building plan with specific monthly milestones."

Your Version:

TEMPLATE 2: VENDOR RESEARCH

"Research and identify 8 Net 30 vendors that would be most relevant to my [BUSINESS TYPE], report to business credit bureaus, have a track record of approving businesses with [CURRENT CREDIT STATUS], and offer products/services I actually need. Include application requirements, fees, and approval strategies for each."

Your Version:

Document Creation Prompts

TEMPLATE 3: BUSINESS PLAN SUMMARY

"Create a professional 2 page business plan summary for my [BUSINESS TYPE] that emphasizes financial stability, growth potential, and creditworthiness. Include sections on business overview, market opportunity, financial projections, and management experience. Target audience: business credit applications and vendor accounts."

TEMPLATE 4: VENDOR APPLICATION LETTER

"Write a compelling business credit application letter to [VENDOR NAME] explaining why they should extend Net 30 terms to my [BUSINESS TYPE]. Highlight our [SPECIFIC QUALIFICATIONS], payment capacity, and business stability. Professional tone, 1 page maximum."

Credit Analysis Prompts

TEMPLATE 5: CREDIT REPORT ANALYSIS

"Analyze this business credit information: PAYDEX Score [SCORE], [NUMBER] active trade lines, [BUSINESS AGE], [INDUSTRY]. Identify: 1) Potential improvement areas, 2) Missing opportunities, 3) Top 3 action items for next 60 days, 4) Long term strategy recommendations for reaching 90+ PAYDEX score."

TEMPLATE 6: PAYMENT OPTIMIZATION

"I have Net 30 accounts with these vendors: [LIST VENDORS] with typical invoice amounts of [AMOUNTS] and due dates throughout the month. My monthly cash flow pattern is [DESCRIBE PATTERN]. Calculate the optimal payment schedule to maximize my PAYDEX score while maintaining healthy cash flow."

AI Usage Tracking

Monthly AI Consultation Log

Month: _____ Year: _____

Date	AI Tool Used	Prompt Category	Result	Action Taken
	☐ ChatGPT ☐ Claude ☐ Perplexity ☐ Other: _____	☐ Strategy ☐ Research ☐ Documents ☐ Other: _____		
	☐ ChatGPT ☐ Claude ☐ Perplexity ☐ Other: _____	☐ Strategy ☐ Research ☐ Documents ☐ Other: _____		
	☐ ChatGPT ☐ Claude ☐ Perplexity ☐ Other: _____	☐ Strategy ☐ Research ☐ Documents ☐ Other: _____		
	☐ ChatGPT ☐ Claude ☐ Perplexity ☐ Other: _____	☐ Strategy ☐ Research ☐ Documents ☐ Other: _____		
	☐ ChatGPT ☐ Claude ☐ Perplexity ☐ Other: _____	☐ Strategy ☐ Research ☐ Documents ☐ Other: _____		

AI Effectiveness Rating

Strategy Development:	Circle one: 1 2 3 4 5
Vendor Research:	Circle one: 1 2 3 4 5
Document Creation:	Circle one: 1 2 3 4 5
Credit Analysis:	Circle one: 1 2 3 4 5

90 Day Action Plan

Template

Phase 1: Days 1 to 30 (Foundation)

Week 1: Business Setup

- ☐ Day 1: Verify business name availability
- ☐ Day 2: Choose business structure (LLC/Corp)
- ☐ Day 3: Apply for EIN at IRS.gov
- ☐ Day 4: Research registered agents
- ☐ Day 5: File business registration with state
- ☐ Day 6: Set up registered agent
- ☐ Day 7: Review week's progress

Week 2: Banking & Phone

- ☐ Day 8: Research business banking options
- ☐ Day 9: Gather documents for bank account
- ☐ Day 10: Open business bank account
- ☐ Day 11: Research business phone services
- ☐ Day 12: Set up business phone number
- ☐ Day 13: Configure phone features
- ☐ Day 14: Review week's progress

Week 3: DUNS & Documentation

- ☐ Day 15: Verify address consistency across all documents
- ☐ Day 16: Apply for DUNS number
- ☐ Day 17: Create operating agreement/bylaws
- ☐ Day 18: Set up business document organization system
- ☐ Day 19: Update all business information
- ☐ Day 20: Research Net 30 vendors
- ☐ Day 21: Review week's progress

Week 4: Preparation

- ☐ Day 22: Set up online banking and bill pay
- ☐ Day 23: Create vendor application tracking system
- ☐ Day 24: Prepare vendor application documents
- ☐ Day 25: Research credit monitoring services
- ☐ Day 26: Plan Phase 2 vendor applications
- ☐ Day 27: Set up payment tracking system
- ☐ Day 28: Review month's progress

Day 30 Foundation Review:

- ☐ All foundation steps completed
- ☐ Documents organized and accessible
- ☐ Ready to begin vendor applications
- ☐ Payment systems established

Phase 2: Days 31 to 60 (Initial Credit Building)

Week 5: First Vendor Applications

- ☐ Day 31: Apply to Amazon Business Pay by Invoice
- ☐ Day 32: Apply to Uline Net 30
- ☐ Day 33: Follow up on DUNS number if needed
- ☐ Day 34: Apply to Crown Office Supplies
- ☐ Day 35: Set up Nav.com credit monitoring
- ☐ Day 36: Create payment reminder system
- ☐ Day 37: Review week's progress

Week 6: Office Supply Vendors

- ☐ Day 38: Apply to Quill (pay annual fee)
- ☐ Day 39: Apply to Office Depot
- ☐ Day 40: Apply to Staples Business
- ☐ Day 41: Check status of pending applications
- ☐ Day 42: Prepare for first purchases
- ☐ Day 43: Set up automatic payment reminders
- ☐ Day 44: Review week's progress

Week 7: First Purchases & Payments

- ☐ Day 45: Make first purchase from approved vendor #1
- ☐ Day 46: Make first purchase from approved vendor #2
- ☐ Day 47: Make first purchase from approved vendor #3
- ☐ Day 48: Update payment tracking system
- ☐ Day 49: Follow up on pending applications
- ☐ Day 50: Research additional industry vendors
- ☐ Day 51: Review week's progress

Week 8: System Optimization

- ☐ Day 52: Review and optimize payment process
- ☐ Day 53: Make scheduled vendor payments (early)
- ☐ Day 54: Update vendor relationship status
- ☐ Day 55: Check credit monitoring alerts
- ☐ Day 56: Plan additional vendor applications
- ☐ Day 57: Research business credit cards
- ☐ Day 58: Review month's progress

Day 60 Credit Building Review:

Vendor accounts established: _____

- ☐ First payments completed
- ☐ Credit monitoring active
- ☐ Payment history tracking current

Phase 3: Days 61 to 90 (Monitoring & Expansion)

Week 9: Credit Monitoring Setup

- ☐ Day 59: Purchase first business credit reports
- ☐ Day 60: Set up comprehensive monitoring schedule
- ☐ Day 61: Verify vendor payment reporting
- ☐ Day 62: Address any reporting issues
- ☐ Day 63: Plan additional vendor applications
- ☐ Day 64: Research business credit cards
- ☐ Day 65: Review week's progress

Week 10: Expansion Planning

- ☐ Day 66: Apply to additional industry vendors
- ☐ Day 67: Make regular vendor purchases
- ☐ Day 68: Update all business information
- ☐ Day 69: Check for credit report errors
- ☐ Day 70: Plan next quarter strategy
- ☐ Day 71: Research advanced credit products
- ☐ Day 72: Review week's progress

Week 11: Performance Review

- ☐ Day 73: Analyze credit building progress
- ☐ Day 74: Review PAYDEX score improvement
- ☐ Day 75: Assess vendor relationship strength
- ☐ Day 76: Plan business credit card applications
- ☐ Day 77: Update credit building strategy
- ☐ Day 78: Prepare quarterly review
- ☐ Day 79: Review week's progress

Week 12: Future Planning

- ☐ Day 80: Complete quarterly strategy review
- ☐ Day 81: Set goals for next 90 days
- ☐ Day 82: Research advanced funding options
- ☐ Day 83: Plan business growth initiatives
- ☐ Day 84: Update business credit education
- ☐ Day 85: Network with other business owners
- ☐ Day 86: Review week's progress

Days 87 to 90: Consolidation & Planning

- ☐ Day 87: Finalize 90 day progress report
- ☐ Day 88: Plan next quarter's vendor targets
- ☐ Day 89: Set up advanced credit monitoring
- ☐ Day 90: Launch next phase strategy

Day 90 Final Review:

Foundation: ☐ Complete ☐ Needs Work

Vendor Accounts: _____ Active

Payment History: ☐ Perfect ☐ Good ☐ Needs Improvement

Credit Scores: Starting: _____ Current: _____

Ready for Advanced Credit Building: ☐ Yes ☐ No

Progress Tracking Dashboards

Monthly Credit Building Dashboard

Month: _____ Year: _____

Credit Scores

PAYDEX Score: _____ (Goal: 80+)

Experian Intelliscore: _____ (Goal: 75+)

Equifax Business Risk: _____ (Goal: 700+)

Vendor Accounts

Total Active Accounts: _____

New Accounts This Month: _____

Average Credit Limit: \$ _____

Total Available Credit: \$ _____

Payment Performance

Invoices Paid This Month: _____

On Time Payments: _____ %

Early Payments: _____ %

Late Payments: _____ (Goal: 0)

Financial Health

Total Monthly Purchases: \$ _____

Credit Utilization Ratio: _____ %

Available Cash Flow: \$ _____

Emergency Fund: \$ _____

Growth Metrics

New Vendor Applications: _____

Credit Limit Increases: \$ _____

Industry Recognition: ☐ Awards ☐ Reviews ☐ Referrals

Business Credit Inquiries: _____

Quarterly Business Credit Report Card

Quarter: _____ Year: _____

Overall Grade

A+	A	A minus	B+	B	B minus	C+	C	C minus	D	F
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Category Scores

Foundation Setup: _____ / 100

Vendor Relationships: _____ / 100

Payment History: _____ / 100

Credit Monitoring: _____ / 100

Growth Strategy: _____ / 100

Strengths:

1.

2.

3.

Areas for Improvement:

1.

2.

3.

Next Quarter Goals:

1.

2.

3.

Action Items:

High Priority: _____

Medium Priority: _____

Low Priority: _____

Success Celebration Tracker

Milestone Achievement Log

Foundation Milestones

- ☐ Business Legally Formed (Date: _____)
- ☐ EIN Received (Date: _____)
- ☐ Business Bank Account Opened (Date: _____)
- ☐ Business Phone Active (Date: _____)
- ☐ DUNS Number Obtained (Date: _____)

Credit Building Milestones

- ☐ First Vendor Account Approved (Date: _____ Vendor: _____)
- ☐ 3 Active Vendor Accounts (Date: _____)
- ☐ 5 Active Vendor Accounts (Date: _____)
- ☐ First PAYDEX Score (Date: _____ Score: _____)
- ☐ PAYDEX Score 80+ (Date: _____ Score: _____)
- ☐ PAYDEX Score 90+ (Date: _____ Score: _____)

Advanced Milestones

- ☐ First Business Credit Card (Date: _____ Card: _____)
- ☐ \$10,000+ Total Credit Lines (Date: _____)
- ☐ \$25,000+ Total Credit Lines (Date: _____)
- ☐ First Business Loan Approved (Date: _____ Amount: \$ _____)
- ☐ Credit Used for Business Growth (Date: _____ Purpose: _____)

Personal Recognition

Write yourself a congratulations note for each major milestone:

Milestone: _____ Date Achieved: _____

Dear Future Me,

Today I achieved _____ for my business.

I'm proud because _____

This milestone means _____ for my business's future.

I overcame _____ to get here,

and I've learned _____

My next goal is _____

and I plan to achieve it by _____

Congratulations on your dedication and persistence!

Signed,

Date: _____

Troubleshooting Guide

Common Issues & Solutions

Issue: Vendor Application Denied

Diagnostic Checklist:

- ☐ Business age less than 6 months?
- ☐ Credit history insufficient?
- ☐ Address inconsistencies?
- ☐ Missing required documents?
- ☐ Personal guarantee concerns?

Solutions:

1. Wait 3 to 6 months and reapply
2. Build relationships with easier approval vendors first
3. Correct address discrepancies across all records
4. Provide additional business documentation
5. Consider secured credit options

Issue: Payments Not Reporting to Credit Bureaus

Action Steps:

- ☐ Contact vendor accounts receivable department
- ☐ Confirm they report to business credit bureaus
- ☐ Verify your DUNS number is on file
- ☐ Wait 60 to 90 days for reporting cycle
- ☐ Follow up with credit bureaus directly

Issue: PAYDEX Score Not Improving

Diagnostic Questions:

- ☐ Are you paying at least 2 to 3 days early?
- ☐ Are all payments being reported correctly?
- ☐ Do you have sufficient trade line diversity?
- ☐ Any late payments in the system?
- ☐ Adequate payment volume per vendor?

Solutions:

- Increase early payment days (5 to 10 days early)
- Add more vendor relationships
- Dispute any incorrect late payment reports
- Increase purchase frequency with existing vendors

Issue: Credit Monitoring Showing Errors

Immediate Actions:

- ☐ Document all errors with screenshots
- ☐ Gather supporting payment records
- ☐ File disputes with credit bureaus within 30 days
- ☐ Follow up on dispute resolution
- ☐ Monitor for correction completion

Emergency Contact Information

Contact	Phone
Dun & Bradstreet	1 844 481 2638
Experian Business	1 888 397 3742
Equifax Business	1 800 685 1111
Nav Customer Service	Available through nav.com

Final Success Checklist

Business Credit Building Mastery

Foundation Excellence: ☐ Complete

- ☐ Business legally established with proper structure
- ☐ EIN obtained and properly secured
- ☐ Professional business banking relationship established
- ☐ Dedicated business phone number operational
- ☐ DUNS number obtained and credit bureaus registered
- ☐ All addresses consistent across all platforms

Credit Building Mastery: ☐ Complete

- ☐ 5+ active Net 30 vendor relationships
- ☐ Perfect payment history (90+ days)
- ☐ PAYDEX score 80 or higher
- ☐ Multiple bureau credit profile established
- ☐ Credit utilization under 30%
- ☐ Regular purchase patterns with all vendors

Monitoring & Protection: ☐ Complete

- ☐ Comprehensive credit monitoring active
- ☐ Monthly credit report reviews scheduled
- ☐ Error dispute process established
- ☐ Payment tracking system optimized
- ☐ Credit identity protection measures in place

Growth & Optimization: ☐ Complete

- ☐ Quarterly strategy reviews scheduled
- ☐ Industry trend monitoring system active
- ☐ AI tools integrated for optimization
- ☐ Professional network established
- ☐ Advanced credit products researched
- ☐ Business growth plan incorporating credit strategy

You've successfully completed the Mind Your Business Credit Building System!

Your business is now building:

- ✓ A strong foundation for long term financial success
- ✓ Active credit relationships reporting positive history
- ✓ Systems to monitor and protect your credit investment
- ✓ Tools and strategies for continued growth and optimization

Remember: Business credit building is an ongoing process. Continue following your systems, maintaining excellent payment habits, and staying informed about new opportunities.

Congratulations on taking control of your business's financial future!

This workbook is designed to accompany "Mind Your Business: 10 Steps to Build Your Business Credit" by LaDonyae Thomas. For additional support, resources, and updates, visit ladonyaethomasbooks.com