

Date: ____/____/____



TRADE REFERENCE REQUEST

The following company has applied for credit with our company and nominated you as a trade reference.

Company: _____

Address: _____

In order for us to provide your customer with the best service possible, and extend the credit line they have requested, we would appreciate it if you would provide information on the below. All information given will be held in strict confidence and used only for credit purposes.

Date account opened: ____/____/____ Credit Limit: \$_____ Terms: _____

Highest balance: \$_____ Open balance: \$_____ Amount Past due: \$_____

Date of last Invoice: ____/____/____ Product or Service provided: _____

Payments: Prepay__ Prompt__ Slow__ Late__ Avg. Days: _____ Rating: Excellent__ Good__ Fair__ Poor__

Legal/Collection Action: Yes / No (circle one) If yes, Date action began: ____/____/____

Comments: _____

(____) _____ - _____
Phone Number

Email Address

Print Name

Signature

Title

____/____/____
Date

Confidentiality Note:

This information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action based on the contents of this information is strictly prohibited. If you have received this notice in error, please notify us immediately.