Credit Reference Request

[Your Address]

[Your Logo]

To: _____

Re: [Subject]

Your firm has been given to us as a credit reference by the subject company. In order for us to provide your customer the best service possible on a new order they have placed with us, we would appreciate it if you would complete the information below and return the form to us at our [Fax Number] or mail it to us in the enclosed postage-paid envelope.

All information you give us will be held in strict confidence and used for credit purposes only, and we would be happy to reciprocate on request.

Sincerely:

_____

Credit Manager's Name

_____

Credit Manager's Title

_____ _____

Date of first sale Amount now owing

_____ _____

Date of last sale Amount past due

_____ _____

Recent high credit How old

Terms of sale: _____

Pay history: _____

_____

_____

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