

Credit Reference Request

Date: _____ To: _____
Attn: _____ Fax: _____

We are requesting credit on the customer listed below who listed you as a reference.
We would appreciate it if you would furnish us with the following information.

Customer

Name: _____
Address: _____ City: _____ State: _____ Zip: _____

Account Information

Date account was opened: _____	Open Balance: _____
Credit limit: _____	Highest Balance: _____
Last Date of Sale: _____	Current Balance: _____
	Credit Terms: _____

Method of Payment

Prompt: Within 30 days _____ Slow but collectible: 30-60 days _____ Late: Over 60 days _____

Comments

Thank you for your prompt response.

Sincerely,



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