

Credit Reference

To the attention of: _____ Re: _____

Your firm has been provided to us as a credit reference by the above company. In an effort to provide our best service to new clients we would appreciate your filling out of the following form. Any information shared will be kept confidential and we thank you for your prompt attention to this matter.

Years in business: _____

Date of first sale: _____

Date of last sale: _____

Highest recent credit: _____

Current amount owed: _____

Past due amount: _____

Terms of sale: _____

History of payment: _____

History of overdrafts?: _____

Is the account secured? _____

If yes, How?: _____

Pay cycle: 30 Days 60 Days Over 60 Days

Any additional comments: _____

Please return this form to the accounting department at your earliest convenience.
Best Regards,



Patricia Buffington