

(Your Address Here)

(Your Logo Here)

TO:

RE:

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 # <Your 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 and Title>

DATE OF FIRST SALE _____ DATE OF LAST SALE _____

RECENT HIGH CREDIT _____ AMOUNT NOW OWING _____

AMOUNT PAST DUE _____ HOW OLD? _____

TERMS OF SALE _____ PAY HISTORY _____

IS ACCOUNT SECURED? (YES/NO): HOW? _____

COMMENTS