Your logo

Your company name
Address
Phone · Email for applications

Trade Reference Request

The applicant below listed your company as a trade reference. Their signed authorization is attached.

REQUEST

TO (SUPPLIER) | ATTENTION | DATE SENT

APPLICANT BUSINESS NAME | APPLICANT ADDRESS

PLEASE REPLY TO | PHONE | EMAIL OR FAX

ACCOUNT HISTORY

ACCOUNT OPEN SINCE | TERMS | LAST SALE DATE

HIGHEST CREDIT EXTENDED | CURRENT BALANCE | AMOUNT PAST DUE

HOW THEY PAY

☐ Discount ☐ Prompt, within terms ☐ Slow, 1 to 30 days late ☐ Slow, over 30 days late ☐ Cash only or COD

WOULD YOU EXTEND CREDIT AGAIN

☐ Yes ☐ No ☐ With conditions

ANY OF THESE IN THE LAST YEAR

☐ Returned checks ☐ Placed for collection ☐ Lien or bond claim filed ☐ None

COMMENTS

COMPLETED BY

NAME | TITLE | PHONE | DATE

Thank you. Your answers are used only to evaluate this credit application. Please return this form to the address above.

Skip the paper
Chasing references by phone and fax? On valtisdesk.com each reference gets a one-tap form by email the moment the application is signed, with no login, and you see who has answered.