

Date _____

To: _____

Re: _____

Credit Department:

The above account has authorized us to contact you for credit information. Your experience with the account will be most appreciated and used in strict confidence for commercial credit purposes only. Please reply to our fax # _____ as soon as possible.

Thank you for your assistance in this matter.

Customer since _____
Account History

Account opened _____ Terms _____

Credit Limit _____ High Credit _____ Amount due _____

Amount Past Due _____ # of days past due _____ Date of last sale _____

Payment History

Discount _____ # of days slow _____

Type of Account

Wholesaler _____ Manufacturer _____ Other _____

Comments _____

Signature

Title

Print

Date