

TRADE REFERENCE FORM



VENDOR INFORMATION		TRADE REFERENCE FOR	
COMPANY NAME		CUSTOMER NAME	
CONTACT NAME		CONTACT NAME	
ADDRESS		ADDRESS	
PHONE		PHONE	
FAX		FAX	
EMAIL		EMAIL	

Please be advised that your company has been named as a reference for the aforementioned customer. The customer has authorized the following review. Thank you for your assistance in providing the requested information, below.

REQUESTED INFORMATION			
LENGTH OF TIME CUSTOMER HAS HELD ACCOUNT		CUSTOMER'S AVG MONTHLY TURNOVER	
WHAT ARE THEIR CURRENT CREDIT TERMS?			
PROMPTNESS OF PAYMENT			
ALWAYS ON TIME (100%)		NEARLY ALWAYS ON TIME (greater than 90%)	
OFTEN ON TIME (50-90%)		NOT OFTEN ON TIME (less than 50%)	
HABITS OF LATE PAYMENTS if applicable			
NEVER PAYS LATE		LESS THAN 30 DAYS	
30 - 60 DAYS		MORE THAN 60 DAYS	
BEST DESCRIPTION OF COMPANY AS A CUSTOMER			
EXCELLENT		ABOVE AVERAGE	
AVERAGE		POOR	
ADDITIONAL COMMENTS			

REQUESTING PARTY INFORMATION			
COMPANY NAME		COMPANY ADDRESS	
CONTACT			
PHONE		EMAIL	
FAX			

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