

Dear Sir/Madam

The above-named company has applied to us for a credit account and have given your name as a reference. Perhaps you would be kind enough to furnish us with details regarding their credit worthiness.

How long have you traded with them?

..... Year/s Month/s

What were the terms? (Please tick)

COD Monthly Weekly 60 Days

What was your imposed credit limit? £

Has the company always complied with your credit terms? (Please tick)

Promptly Reasonably promptly Slowly Always need chasing

Have you ever had any 'Refer to drawer' or 'Refer to drawer, please represent' cheques? (Please tick)

Yes No

How do you rate the company overall? (Please tick)

Excellent Good Average Below Average Poor

Any further comments please write below

Any other information that might speed the assessment of this application would be gratefully received and all information received will be treated in the strictest confidence.

Please would you forward information to the above address.

Thank you for your time and trouble.

Yours faithfully,