



## TRADE REFERENCE REQUEST FORM

To: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sir / Madam,

The company listed below has applied to open a credit account with us and has given your company as a trade reference. We would be grateful if you could kindly complete the information requested below to assist us in assessing their creditworthiness.

We thank you in advance for your cooperation and assure you that all information provided will be treated in the strictest confidence.

### Applicant Details

Applicant Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Account Number (with you): \_\_\_\_\_

### Trade Reference Information

1. How long has the applicant traded with you? \_\_\_\_\_

2. Average monthly credit limit: £ \_\_\_\_\_

3. Usual payment terms: \_\_\_\_\_

4. Payment performance:  Always prompt     Generally prompt     Occasionally late  
 Poor

5. Any overdue amounts currently outstanding?  Yes     No

If yes, please provide brief details: \_\_\_\_\_

# underwoods

6. Would you continue to offer credit facilities?  Yes  No

Additional Comments (if any):

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Completed by: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to:

Claire Weaver – Accountant

Underwoods Steel Stockholders Limited

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