

Request for Trade Reference

This trade reference pertains to the following customer account:

Customer Information

| | |
|----------------|--|
| Business Name | |
| Street Address | |
| City/Province | |
| Country | |
| Postal Code | |
| Email | |
| Fax | |
| Account No. | |

This section to be completed by an authorized business representative.

Vendor Information

| | |
|----------------|--|
| Business Name | |
| Street Address | |
| City/Province | |
| Country | |
| Postal Code | |
| Contact Name | |
| Contact Phone | |

Is it okay to contact you at the above phone number with questions or to verify the information presented here?

Yes

No



Account Information

Date of account opening: ___ / ___ / _____

General payment experience:

- Favorable
- Fair
- Unsatisfactory

Rolling, 12-month high credit amount (if applicable): \$ _____

Manner of payment (check all that apply):

- Cash
- Moner Order
- Credit Card
- Check
- Debit Card
- Other: _____

Current total amount owing: \$ _____

Current total amount past due: \$ _____

Selling Terms:

- Cash on delivery
- Net 45
- Net 30
- Other: _____

Date of last sale: ___ / ___ / _____

Authorized representative signature: _____

Today's date: ___ / ___ / _____

**Today's date represents the official reporting date.*

When completed, please return this document to the customer via email or fax.

