
Request for Trade Reference

Referee Details

Name:			
Title:			
Company:			
Phone:		Fax:	
Email:			

Reference Information

Trade Reference For:	
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1. How long has this customer had an account with your company?	
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2. What is the customer's average monthly turnover with you?	
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3. What are their current credit terms?	
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4. How promptly do they normally pay (estimated percentage of invoices paid on time)?

- Always on time (100%) Nearly always on time (more than 90%)
 Often on time (50%–90%) Not often on time (less than 50%)

5. How late are typical late payments (if any)?

- Never pays late Less than 30 days
 30 to 60 days More than 60 days

6. How would you describe this company as a customer?

- Excellent Above Average
 Average Poor

7. Additional Comments:

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Signature:	
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Date:	
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