

Ladies or Gentlemen:

_____ has opened an account with us and has given your name as a reference for obtaining credit information.

To establish a credit relationship with the customer, we need the following information from you. All information will be retained in strict confidence.

1. Number of years you have done business with the customer _____

2. Experience: High credit extended _____

Amount currently owing _____

Any NSF checks? _____

3. Account Status: Active
 Inactive

Please check the proper category and comment in remarks below.

Pays prompt Pays satisfactory Pays slow Extends

Remarks _____

Thank you for taking the time to promptly respond.

Sincerely,