

Company Name  
Street Address  
City, State, Zip

Phone:  
Fax:  
Email:

RE: **Credit Verification**  
FAX:

One of your customers would like to become our customer. Please do them a favor by responding to our inquiry as soon as possible. We have an order pending awaiting your reply.

Regarding Your Customer:

Product/Service you provide: \_\_\_\_\_

Date account opened: \_\_\_\_\_ Date of last transaction: \_\_\_\_\_

Payment Terms:

Prepay: \_\_\_\_\_ Documentary Collection: \_\_\_\_\_ Letter of Credit \_\_\_\_\_

Open Account: \_\_\_\_\_ No. of Days \_\_\_\_\_

Currency: \_\_\_\_\_ Credit Limit: \_\_\_\_\_ Recent High Credit: \_\_\_\_\_

Present Balance: \_\_\_\_\_ Amount Past Due: \_\_\_\_\_ by no. of days \_\_\_\_\_

Recent Payment Trend: Returned checks? \_\_\_\_\_ Prompt: \_\_\_\_\_ Slow \_\_\_\_\_

Information Supplied by: \_\_\_\_\_ Title: \_\_\_\_\_

Thank you for your time and effort. Please be assured your comments will remain confidential.

Name, Credit Department