



Form # FN12-5

File name: form FN12-5 Trade
reference request.xls ✓

VER 3 25/07/2018

TRADE REFERENCE REQUEST

To: _____

Facsimile No./ Email _____

Attention: _____

Date: _____ / _____ / _____

**Please fax to Melbourne Admin on
(03) 9335 1789**

RE: _____

We would be grateful if you could kindly supply the following details for trade reference purposes on the above.

1. What are your terms ?	
2. Length of time account held ?	
3. Highest amount of monthly credit given in the last 12 months ?	
4. Credit limit granted ?	
5. Current Balance ?	
6. Are they prompt payers ?	
7. Amount overdue ?	
8. If slow, how many days overdue ?	
9. Date of last transaction / sale ?	

Please Note: Your Company name will not be disclosed with the trade reference provided.

A prompt return of this request would be much appreciated.
Please telephone us if you have any difficulties.
Thank you for your time.

Regards

