



Dear Sirs,

We understand you have been trading with _____ and we would be very grateful if you could provide us with a trade reference for them.

Are the following details correct?

Approx. how much do they spend per month? £

What are your credit terms? _____ Days Are payments: Early / Prompt / Late

Have you noticed any significant changes in their payment or ordering pattern recently? Yes / No

If yes, please give details :

Please give details of any other information which you may find relevant:

Company Name:

Name:

Position:

Signed: _____ Date

Please return either by email to annette.robinson@hazchemsafety.com or fax on 01280 840599.

Thank you for your time and help, it is much appreciated. The above information will be handed in the strictest confidence.

Yours Faithfully

Annette Robinson
(Credit Control Accounts)

