



Dear Sir or Madam,

We understand you have been trading with \_\_\_\_\_  
be very grateful if you could provide us with a trade reference for them.

and we would

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 by email to [annette.robinson@hazchemsafety.com](mailto:annette.robinson@hazchemsafety.com).

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)

