

Form Letter to be sent to multiple recipients

Your name has been given to us as a credit reference by _____ from whom we have just received a first order. The amount of credit requested is _____.

We'll appreciate your telling us your credit experience with this customer. Please fill in the Credit Report at the bottom of this sheet and return the entire sheet to us.

The information you give us will be held in strict confidence.

Springfield Business Associates, Inc.
Credit Manager

Credit Report

- (1) How long has this customer had an account with you?
- (2) What are your terms?
- (3) What is the largest amount this customer has ever owed you?
- (4) How much is now owed?
- (5) How much of that amount is now past due?
- (6) Please mark with an "X" the phrase that best describes this customer's method of payment

Excellent Satisfactory Slow Unsatisfactory

Date _____

Signed _____ Title _____

To:

To	Reference By	Amount
The Hadley Manufacturing Co., 177 East Belvidere, Providence, RI 02915	Acme Hardware Company, 409 Ingram Street, Manchester, CT 07040	\$500.00
The West Company, 52 Prospect Street,	Theresa Morrison, 20218 Fleming,	\$1250.00

To	Reference By	Amount
Milford NH 03055	Detroit, MI 48234	
The West Company, 52 Prospect Street, Milford NH 03055	Lynda Mullingford 7392 Shady Palm Drive, Springfield, VA 22152	\$5275.00