

# FOREIGN TRADE REFERENCE FORM



*Note: Trade Reference Form should be signed and dated by the person taking the information.*

1. FOREIGN BUYER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OF COMPANY GIVING REFERENCE: \_\_\_\_\_

NAME OF PERSON GIVING REFERENCE: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

YEARS OF EXPERIENCE WITH BUYER: \_\_\_\_\_ ESTIMATED ANNUAL SALES TO BUYER: \_\_\_\_\_

TERMS OF SALE: \_\_\_\_\_ CREDIT LIMIT: \_\_\_\_\_

HIGHEST CREDIT OUTSTANDING AND REPAID WITHIN THE PAST 12 MONTHS: \_\_\_\_\_

*Please describe security, if any, such as a standby letter of credit, personal guarantee or collateral. If there is no security, so state.* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF LAST SALE: \_\_\_\_\_ CURRENT OUTSTANDING BALANCE: \_\_\_\_\_

BALANCE PAST DUE: \_\_\_\_\_

PAYMENT EXPERIENCE: Prompt:  30 days slow:  60 days slow:  90+days slow:

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME OF COMPANY TAKING REFERENCE: \_\_\_\_\_

NAME OF PERSON TAKING REFERENCE: \_\_\_\_\_

SIGNATURE OF PERSON TAKING REFERENCE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE: \_\_\_\_\_