

Hunter

Cargo & Customs

Customs Brokers • Logistics • Transport

Address: Unit 4, 6 Revelation Close Tighes Hill NSW 2297
Phone: +61 2 4922 0900
Email: accounts@hccnewcastle.com
ABN: 46 493 860 326

Dear Accounts Manager,

This customer has nominated you as a trade reference:

Would you kindly fill in the following details below and return via the email address above:

1. How long is trading relationship?.....
2. What is the customer's average monthly turnover with you?.....
3. What are their current credit terms?.....
4. How promptly do they normally pay (estimated percentage of invoices paid on time)?
Always on time (100%)..... [] Nearly always on time (more than 90%..... []
Often on time (50%-90%)..... [] Not often on time (less than 50%)..... []
5. How late are typical late payments (if any)?
Never pays late..... [] Less than 30 days..... [] 30 to 60 days.... []
More than 60 days..... [] Customer has bad debts..... []
6. Generally speaking, how would you describe this company as a customer?
Bad:..... [] Fair:..... [] Good:..... [] Excellent:..... []
7. Any Additional comments:
.....
.....

Thank you for your time & assistance

Kind Regards,

Credit Manager.