

## TRADE REFERENCE LETTER

To whom it may concern

[insert your company/individual name here] has requested to hire goods from us.

We would appreciate if you could answer the following questions in strict confidence:-

1. How long have you had a trading relationship with [company/individual]?
2. What value of goods and services do you trade annually with [company/individual]?
3. Do you trade on credit terms?
4. Are/were payments promptly made?
5. Are there any reasons or circumstances which would make it undesirable for us to consider the application?

Please provide any additional information you believe may be of benefit below:

Name of person filling in reference:

Company name of reference (if applicable):

Date:

Please return completed form to [sales@digibroadcast.com](mailto:sales@digibroadcast.com) from your company email

We thank you for your cooperation and your time.