yOUR COMPANY LOGO HERE

**YOUR COMPANY NAME HERE**

Address

Address

Your phone & Fax here

facsimile transmittal sheet

|  |  |  |
| --- | --- | --- |
| to: |  | from: |
| Credit Department |  | (Your personal name here) |
| company: |  | date: |
|  |  | DATE GOES HERE |
| fax number: |  | total no. of pages including cover: |
|  |  |  |
| Re: |  | Your reference number: |
| COMMERCIAL CREDIT INQUIRY |  | **Acct #:** |
| **\*\*Please Provide Credit Line Info\*\*** |  | **Federal Tax ID#:** |

🗹 Urgent 🞎 For Review 🞎 Please Comment 🗹 Please complete 🗹 Please return

###### Re:

The above customer has given your bank for a credit reference. Please **fax** completed form to **123-456-7890.** Information is kept confidential to our Credit Department.

**Checking Account**

Date Opened\_\_\_\_\_\_\_\_\_\_ Average Checking Account balance\_\_\_\_\_\_\_\_\_\_\_\_\_

N.S.F. : No\_\_\_\_ Yes\_\_\_\_\_ How many\_\_\_\_\_

###### Line of Credit

Date Opened \_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_ Money in Use \_\_\_\_\_\_\_\_\_\_\_\_\_

Security Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Term Loans

Date Opened\_\_\_\_\_\_\_\_\_\_\_\_

(1) High \_\_\_\_\_\_\_\_\_\_\_\_\_ Terms \_\_\_\_\_\_\_\_\_\_\_\_ Balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) High \_\_\_\_\_\_\_\_\_\_\_\_\_ Terms \_\_\_\_\_\_\_\_\_\_\_\_ Balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How do they pay?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you very much,

(Your name, title and phone number here)

(Your email address here)