



TO: _____
ATTN: A/R Department
FROM: Eric Maugee
DATE: May 11, 2011

**** PLEASE RESPOND ASAP --- EMERGENCY ORDER IS
PENDING YOUR RESPONSE...**

RE: *(Company's Name Applying for Credit)*

To Whom It May Concern:

The above customer has applied for credit within our company and has given your name and company as a reference. Please furnish the following information and fax to my attention as soon as possible:

Sold From: _____ **To:** _____

Terms: _____ **High Credit:** _____

Current Balance: _____ **Past Due:** _____

Recent Method of Payment:

- ___ Discounts
- ___ Prompt and Satisfactory
- ___ Prompt to ___ Days Slow
- ___ Pays on Account
- ___ Slow but Collectable
- ___ Other (Please explain) _____

Should you have any questions regarding the above, please do not hesitate to contact me.

Signed – Please fax back ASAP!

EMAUGEE@FLORIDAPURCH.COM