



Credit Inquiry

4510A Westport Drive | Mechanicsburg, PA 17055
Phone: 717.796.2401 | Fax: 717.796.9717

Date _____

Business of Inquiry

Urgent Order Pending

Dear Credit Manager of _____,

We are presently considering the above reference company for credit. We would appreciate your assistance in our evaluation by providing information based on your experience with this company. Please email us at edith@hassociates.com.

Sold From _____ To _____	Product or service provided _____
Overall amount now due _____	Amount past due _____
Terms _____	Date of Last Sale _____
Highest Balance _____	Average Days to Pay _____

Credit Refused Because _____

Check Method of Payment

- Discount
- Prompt & Satisfactory
- Slow but Collectible
- Average # Days _____

Check Overall Rating

- Poor
- Fair
- Good
- Excellent

This information is solicited for our credit file purposes only and will be treated in strict confidence. Your assistance is greatly appreciated.

Sincerely,

Virginia A. Kunkel
Credit Manager