

Supplier Trade Reference Questionnaire

For a supplier responding to a business reference request. Complete only information supported by your records and authorized for release.

Business requesting the reference

Request or account reference

Customer business being referenced

Supplier and relationship

Supplier business name

Respondent name and role

Business email or phone

Trading since

Review period

Currency

Account and payment record

Agreed payment terms

Typical order value

Highest balance during review period

Current overdue balance if authorized

Payment pattern during the stated period

☐ Within agreed terms

☐ Occasional delay

☐ Frequent delay

Explain payment exceptions or account facts

Respondent signature

Reference date

This reference describes the stated trading experience only. It is not a guarantee of future payment or an offer of credit.