

# MEI Contract Surety

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## REFERENCE LETTER

Name  
Title  
Business

Re:

We are considering the above captioned contractor for surety bond credit. You have been given as a bond reference for the above referenced contractor. Kindly send an early reply to the following questions so that prompt attention may be given to their application. We are grateful for your assistance and assure you that we will not permit any breach of confidentiality.

Date of last sale? \_\_\_\_\_

Highest credit in last 12 months? \_\_\_\_\_

Amount due now? \_\_\_\_\_

Amount past due? \_\_\_\_\_

Does Contractor pay discount? \_\_\_\_\_, Prompt? \_\_\_\_\_, Pays slow? \_\_\_\_\_

Your payment terms? \_\_\_\_\_

Highest Credit you would consider? \_\_\_\_\_

Any comment regarding character, ability, financial responsibility, and any trouble notices on prior contracts or business transactions will be appreciated. \_\_\_\_\_  
\_\_\_\_\_

Thank you for your cooperation,