

TRADE REFERENCE FORM

The **EXIM Trade Reference Form** is intended for U.S. exporters to gather information from another supplier already selling to your same foreign customer on credit terms. This form is not to be completed by the foreign customer themselves. EXIM strongly prefers that the seller providing the reference is based in the U.S. or another developed country.



Please specify the currency you're using in all applicable fields.

PAYMENT TERMS

These are invoice payment terms (e.g., net 30, net 60)—the number of days from the invoice date that the customer has, to pay the supplier providing the reference.

HIGHEST AMOUNT OWED AT ONE TIME THAT WAS PAID IN PAST 12 MONTHS

This is the largest balance that the foreign customer has owed the reference supplier in the last 12 months, excluding any current outstanding balances.

OMB 3048-0042

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Note: Trade Experience Form should be signed and dated by the person taking the information and should be a person that is not from the foreign buyer or a company related to the foreign buyer.

Foreign buyer name & address:

Name and address of company giving reference:

Name of person giving reference:

Title: Phone:

Fax: Email:

Years of experience with buyer:

Estimated annual sales to buyer (specify currency):

Payment Terms: Credit limit (specify currency):

Highest amount owed at one time that was paid in past 12 months (specify currency):

Please describe security, if any, such as a standby letter of credit, personal guarantee or collateral. If there is no security, so state.

Date of last sale:

Current outstanding balance (specify currency):

Past due balance, if any (specify currency): Number of days past due:

Payment Experience: Prompt: 1-30 days slow: 31-60 days slow: 61-90 days slow: 91+ days slow:

Comments:

Name of company taking reference:

Name of person taking reference:

Signature of person taking reference:

Title: Phone:

Fax: Email:

Date:

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CREDIT LIMIT

This is the maximum credit amount that the reference supplier has determined they will extend to the foreign buyer (i.e., their internally approved credit limit).

PAYMENT EXPERIENCE

Slow means past due—each box represents how many days past the due date it is taking the buyer to pay, on average.



Ready to Start Your Journey?

Request a free consultation: grow.exim.gov/consultationrequest

This is a descriptive summary to be used only as a general introductory reference tool. The complete terms and conditions of the policy are set forth in the policy text, applications, and endorsements.