

BANK REFERENCE LETTER

(CONFIDENTIAL)

Name of Bank: _____
Address: _____
City: _____ Province: _____
Contact: _____ Postal Code: _____
Phone: _____ Fax: _____
Re: _____ (Client Name)

If a “Terms and Conditions” (T&C) letter has been issued please attach a copy of same.

The following information is given in the understanding and agreement of the recipient that will be strictly confidential and that neither the Bank nor the undersigned shall be or become liability or responsible for by reason of giving such information, or it's being inaccurate or incomplete or otherwise.

Client Since: _____ Expiry/Renewal Date of Credit Facility: _____

Operating Credit Facility: (Please use exact dollar amount)

	Operating/ Overdraft	Bulge Facility	Tender Loan		Operating/ Overdraft	Bulge Facility
Facility:	_____	_____	_____	Maximum Use:	_____	_____
Amount In Use:	_____	_____	_____	Minimum Use:	_____	_____
Repayment Terms:	_____	_____	_____	Average Credit:	_____	_____
Balances:	_____	_____	_____			

Are Term Loans Current? ☐ YES ☐ NO Balance Outstanding \$ _____

In Compliance with credit Terms? ☐ YES ☐ NO

Security: Assignment of A/R <input type="checkbox"/>	Personal Guarantees of: _____
Debenture <input type="checkbox"/>	_____
Assignment of Contracts <input type="checkbox"/>	_____
General Security Agreement <input type="checkbox"/>	_____
Chattel Mortgage(s) <input type="checkbox"/>	Collateral Mortgage on: _____
Other (Specify Below) <input type="checkbox"/>	_____

Any NSF Cheques (in the last 12 months)? ☐ YES ☐ NO

Remarks: _____

Bank Representative: _____	Date: _____
(Signature)	
_____	Phone Number: _____
(Print Name)	

(Title)	