



3715 Northside Pkwy NW  
STE 1-315  
Atlanta, GA 30327  
800-486-8211  
404-351-3237 (F)  
[www.suretygroup.com](http://www.suretygroup.com)  
[info@suretygroup.com](mailto:info@suretygroup.com)

# Supplier Reference Letter

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

To Whom it May Concern:

The above listed applicant has applied to us for a surety bond and has listed your name as a reference. We would appreciate your replies to the questions asked, assuring you that such information will be considered strictly confidential and you will not in any way be held responsible.

Upon completion of the form, please return to Kelly McLeod or Sam Newberry at The Surety Group Agency, LLC via mail, fax or e-mail ([Kelly@suretygroup.com](mailto:Kelly@suretygroup.com)). Should you have any questions or concerns, please do not hesitate to contact our agency. Thank you for your assistance in this matter.

How long have you done business with the applicant? \_\_\_\_\_

What is the largest credit extended? \_\_\_\_\_

What is the present outstanding balance? \_\_\_\_\_

Are there any past due amounts? \_\_\_\_\_

Does the applicant have an open line of credit with you?  Yes  No

Is the credit line secured?  Yes  No

How does the applicant pay? \_\_\_\_\_

Have you ever limited the applicant's purchases?  Yes  No

If yes, please explain: \_\_\_\_\_

Do you know of any claims or suits now pending against the applicant?  Yes  No

If yes, please explain: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplier Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date: \_\_\_\_\_