



## Instructions for Credit Reference Request

The purpose for the credit references is to determine the financial stability of potential subcontractors, and their ability to carry out their scope of work.

### Instructions:

1. Choose three (3) vendors and/or suppliers as credit references.
2. For each credit reference selected, fill in the following information in the appropriate spaces on the attached application:
  - A. Credit Reference Name
  - B. Credit Reference Contact Person
  - C. Credit Reference Address
  - D. Credit Reference Phone and Fax numbers
  - E. Your company name
3. Mail or fax these forms to the selected chosen companies.
4. They will need to complete the form and mail or fax it to:  
Mad Dog Construction  
1203 Miccosukee Road  
Tallahassee, FL 32308  
Fax: (850) 878-6038

Subcontractor status will not be completed until these forms have been received. If you have any questions, please give call us at (850) 878-8272.



**Credit Reference  
REQUEST**

- A. Credit Reference Business Name: \_\_\_\_\_
- B. Attention: \_\_\_\_\_
- C. Address: \_\_\_\_\_
- D. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
- E. You are receiving this form because you have been identified as a credit reference for:  
Subcontractor Name: \_\_\_\_\_

**TO CREDIT REFERENCE:**

**Please complete the following and fax to Mad Dog Construction at (850) 878-6038, or mail to Mad Dog Construction, 1203 Miccosukee Road, Tallahassee, FL 32308.**

**Estimated duration of business acquaintance:** \_\_\_\_\_ Years

**Credit Limit:** \$ \_\_\_\_\_

**Payment Terms:** \_\_\_\_\_

**Credit Worthiness Score**  
**1 to 10 (1 = Lowest and 10 = Highest):** \_\_\_\_\_

**Average Timeliness of Payments (Check One):**

- \_\_\_ Prompt Payments
- \_\_\_ Payments Within Terms
- \_\_\_ Payments < 30 Days Late
- \_\_\_ Payments > 30 Days Late

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Completed by:**

\_\_\_\_\_

Print Name & Title

\_\_\_\_\_

Date