

INSTRUCTIONS - BANK REFERENCE LETTER

Please have your bank(s) provide the following information in a letter format on their bank letterhead. Must be original signature.

Letter should contain the following:

- Account number(s)
- Length of time doing business
- Average account balances
- Loan information:
 - a. Amount of loan,
 - b. Status,
 - c. Type of Security (i.e. A/R, signature, none, etc.)
- Line of Credit information:
 - a. Amount of line
 - b. Amount in use
 - c. Type of security (i.e. A/R, signature, none, etc.)