

Sub Contractor Reference

Attention: _____

Regarding (company name): _____

Account #: _____

Dear Sir/Madam:

I have recently made application to the Home Builders Association of Greater Tulsa. In order for my application to be complete I need a sub-contractor reference from you. Please provide this reference by completing the information below and returning it via mail to 11545 East 43rd Street Tulsa, Oklahoma 74146 or fax 918-628-0493 attention Gabby Bridenbaugh.

I appreciate your prompt response to this request as my membership cannot be approved until this reference is received. Thank you for your cooperation in this matter. If you have any questions please feel free to contact me at _____.

Sincerely,

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Sub-Contractor Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Date Account Opened: \_\_\_\_\_ Date of Last Sale: \_\_\_\_\_

Credit Limit: \_\_\_\_\_ Balance: \_\_\_\_\_ Amount Past Due: \_\_\_\_\_

Terms: \_\_\_\_\_ Account paid by: Cash    Credit Card    Check

Remarks: \_\_\_\_\_

\_\_\_\_\_

Reference Completed by: \_\_\_\_\_ Dated: \_\_\_\_\_