

# CREDIT REMINDER

From:

To:

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| Account # | Invoice # | P.O. # | Our Invoice # | Original Due Date |
|-----------|-----------|--------|---------------|-------------------|
|           |           |        |               |                   |

This is just a friendly reminder that there is a balance due on your account which you may have overlooked.

If you made a payment and your check is on the way, please accept our thanks. If you have not yet made your payment, please take a moment to complete the Customer Response section of this form with your check. Thank you!

| Reminder Summary |  |
|------------------|--|
| Date:            |  |
| Balance Forward: |  |
| Finance Charge:  |  |
| Late Fee:        |  |
| Total Due:       |  |

| Customer Response   |
|---|
| <input type="checkbox"/> Full Payment Enclosed. <input type="checkbox"/> Partial Payment Enclosed (give amount paid) \$ _____ |
| <input type="checkbox"/> Payment previously mailed on (give date) _____ Check # _____   |
| Comments:   |
| Customer Signature: _____ Date: _____   |

Make all checks payable to: \_\_\_\_\_