

Company Name

Street Address
 City, State Zip
 Phone Number
 e-mail/web address

CREDIT REMINDER

DATE: December 1, 2004

To:
 Customer Name Here
 Customer Address Here
 Customer Address Here
 Customer City, State, Zip Code Here

Ship to (if different address):

ACCOUNT NO.	INVOICE NO.	P.O. NO.	OUR ORDER NO.	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 in the mail, please accept our thanks. If you have not yet made a payment, please take a moment to complete the Customer Response section of this form and return the form with your check. Thank you!

REMINDER SUMMARY	
Date:	
Balance Forward:	
Finance Charge:	
Total due:	\$ 0.00

CUSTOMER RESPONSE	
CUSTOMER ACCOUNT NO:	TOTAL AMOUNT DUE: \$ 0.00
<input type="checkbox"/> Full Payment Enclosed	<input type="checkbox"/> Partial Payment Enclosed: \$ _____
<input type="checkbox"/> Payment Previously Mailed On: _____	Check No: _____
Comments: _____ _____	
Customer Signature:	Date:

Make all checks payable to: