

Company Name

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

FINAL NOTICE

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

YOUR ACCOUNT IS NOW SERIOUSLY OVERDUE!

You have apparently chosen to ignore our repeated requests for payment. We must receive payment within the next ___ days or we will refer this account to a collection agency. Avoid being sent to collections and incurring additional costs by completing the Customer Response section below and returning the form with your check at once!

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

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

FINAL NOTICE SUMMARY	
Date:	12/01/04
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: