

**Company Name**

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

**PAST DUE 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

We've already sent you one reminder, but your account remains past due. If there's a reason why you haven't made a payment, please tell us. We may be able to help.

If you've simply overlooked your payment, please complete the Customer Response section of this form and mail the form along with your check today. Your good credit is important to both of us!

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

PAST DUE 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: