

PAST DUE NOTICE

DATE:

To:

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 cheque today. Your good credit is important to both of us!

REMINDER SUMMARY	
Date:	
Balance Forward:	
Finance Charge:	
Total due:	

PAST DUE SUMMARY	
Date:	
Balance Forward:	
Finance Charge:	
Total due:	

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

Make all cheques payable to: