

CREDIT REMINDER

From:

To:

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: _____