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** |
|  Full Payment Enclosed.  Partial Payment Enclosed (give amount paid) $ |
|  Payment previously mailed on (give date) Check # |
| Comments: |
| Customer Signature: Date: |

Make all checks payable to:

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