

Radiac Abrasives, Inc. 1015 South College Avenue Salem, IL 62881

Telephone: 618-548-4200 Toll Free Fax: 888-244-8234

E-Mail: LVanHoutin@radiac.com

Sample printout

TEST customer RADIAC 101 Kendall Point Drive Oswego IL 60543

Attn: Payables Department

>>> TEST ONLY-TY2 < < <

Reminder

 Contact person
 Phone #
 Extension
 Your account
 Postings through
 Page Date

 Laura Van Houtin
 (800) 851-1095
 8354
 29000001
 05/10/2014
 1
 05/12/2014

Dear Sir or Madam,

Our records show that your account is past due. The following is a list of the past due invoices as of the day noted above.

We try to maintain the highest standards of customer service and a past due account can result in delays in processing future orders. Please advise when we can expect your payment.

If payment is being withheld because there is a question on your account, please contact us to discuss your question.

Very Truly Yours,

Laura Van Houtin
Radiac Abrasives, Inc.

REMIT TO:

Radiac Abrasives Inc. 3037 Momentum Place, Chicago, IL 60689-5330

Listed below are past due invoices:

Invoice	Invoice Date	Due Date	Curr Amount	Arrears	0-30 days	31-60 days > 60 days
2290000764	05/01/2014	04/01/2014	USD 10,775.00	39		10,775.00



Sample printout

Contact person Phone # Extension Your account Postings through Page Date

Laura Van Houtin (800) 851-1095 8354 29000001 05/10/2014 2 05/12/2014

Total of due items USD 10,775.00 Balance of the Account USD 10,775.00