

Date

Contact Name
Company Name
Address
City, State Zip

Dear Mr. Contact,

Thank you for choosing **Your Company Name**. We would like to welcome you as our customer. Your account number is **xxxx** and should be indicated on all correspondence. Your approved payment terms are:

Advance payment of 50 percent of the estimated cost of the project is required before we begin work on your order. This amount may change if your specifications differ from your original quotation. Balance of payment is to be paid by certified check or wire transfer prior to shipment.

When your order is complete, two advance copies will be sent for your review. During this time, a **Your Company Name** representative will contact you with the final amount due. Upon receipt of your full payment, your **insert the name of what was ordered** will be released for shipment. To prevent a delay in the shipment of your **insert the name of what was ordered**, we suggest you have the final payment wire-transferred to our bank. The information needed to complete this transfer follows:

Our bank:	Key Bank- Wire Communications Cleveland, OH 44115
Our Account Number:	XXXXXXXX
Routing or ABA Number:	XXXX-XXXX-X

***Your company name, account number and order number must be with the wire transfer.**

Any work remaining in **Your Company Name** shipping area more than 7 working days after the completion date due to non payment or missing instructions will be stored for a fee of **\$0.00** per **insert the name of what was ordered**, per month. A one time handling fee of **\$000.00** will be charged for placing **insert the name of what was ordered** in storage. Payment of these fees along with any other outstanding amount is due prior to shipping.

Sales tax will be charged on all orders unless we have copies of your sales tax license and resale certificate on file for each.