

NOTICE OF C.O.D. TERMS

Date: _____

To: _____

Dear _____

We are in receipt of your order dated _____, 19____, and your request for credit terms.

While we do want to accept your order, we regret we cannot ship on credit terms at the present time, due to inadequate credit.

Accordingly, we propose shipment on C.O.D. terms. We will assume C.O.D. terms are satisfactory to you unless we are notified of the contrary within ten (10) days.

Thank you for your understanding and we appreciate your patronage, with the hope we may more favorably consider credit requests in the future.

Very truly,
