

COMPANY NAME  
COMPANY ADDRESS  
COMPANY ADDRESS  
PHONE NUMBER  
FAX NUMBER

October 23, 2000

TO: Sage Demo Customer  
FAX: (949) 753-5145  
SUBJECT: Past Due Invoices

ATTENTION: Accounts Payable Department

THIS NOTICE IS REGARDING PAST DUE "YOUR COMPANY NAME" INVOICES. IT  
WOULD BE APPRECIATED IF THIS MATTER WAS LOOKED INTO AND YOUR  
ACCOUNT  
BE BROUGHT CURRENT AS SOON AS POSSIBLE. IF THERE ARE ANY QUESTIONS  
OR PROBLEMS PLEASE CONTACT US IMMEDIATELY.

DATE OF INVOICE	INVOICE NO.	INVOICE AMOUNT
2/18/02	0000014	1,626.92
1/1/03	0000004	39.00
1/1/03	0000002	755.00
1/1/03	0000003	185.00
5/1/03	0000013	693.95

TOTAL AMOUNT "PAST" DUE 3,299.87

IF PAID: DATE: \_\_\_\_\_ CHECK NO.: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

IF NOT PAID: DATE SCHEDULED TO PAY: \_\_\_\_\_

IF SOMETHING IS INCORRECT (PLEASE EXPLAIN):  
\_\_\_\_\_  
\_\_\_\_\_

REPLIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: PLEASE REPLAY NO LATER THAN October 26, 2000

THANK YOU

SIGNATURE

COMPANY NAME  
COMPANY ADDRESS  
COMPANY ADDRESS  
PHONE NUMBER  
FAX NUMBER

October 23, 2000

TO: Sage Seminar Attendee

FAX:

SUBJECT: Past Due Invoices

ATTENTION: Accounts Payable Department

**THIS NOTICE IS REGARDING PAST DUE "YOUR COMPANY NAME" INVOICES. IT WOULD BE APPRECIATED IF THIS MATTER WAS LOOKED INTO AND YOUR ACCOUNT BE BROUGHT CURRENT AS SOON AS POSSIBLE. IF THERE ARE ANY QUESTIONS OR PROBLEMS PLEASE CONTACT US IMMEDIATELY.**

DATE OF INVOICE	INVOICE NO.	INVOICE AMOUNT
1/6/03	000012	2,251.70

TOTAL AMOUNT "PAST" DUE 2,251.70

IF PAID: DATE: \_\_\_\_\_ CHECK NO.: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

IF NOT PAID: DATE SCHEDULED TO PAY: \_\_\_\_\_

IF SOMETHING IS INCORRECT (PLEASE EXPLAIN):

\_\_\_\_\_  
\_\_\_\_\_

REPLIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: PLEASE REPLAY NO LATER THAN October 26, 2000

THANK YOU

SIGNATURE

*COMPANY NAME*  
*COMPANY ADDRESS*  
*COMPANY ADDRESS*  
*PHONE NUMBER*  
*FAX NUMBER*

**October 23, 2000**