

NOTICE OF C.O.D.

Date:

To:

Dear _____ :

Thank you very much for your purchase order dated _____, 19__ which we received on _____, 19__ (copy enclosed). At this time we are unable to extend credit for the sale of the merchandise. Therefore, unless you notify us to cancel the order within _____ days of receipt of this notice, we will ship the merchandise C.O.D.

Very truly yours,

Form 123