

Clear Window Company  
4198 Dressler Rd. NW  
Canton, OH 44708

September 19, 2005

Bob Glass  
214 Snively Ave. NW  
Massillon, OH 44646

Dear Mr. Glass,

Through recent filings, our records show that you owe a balance on windows purchased in July of this year. This letter is a reminder on our behalf to assess the status of your payment. For your convenience, the details of the business transaction are listed below.

On July, 10 2005, you placed and order for replacement windows to be installed at your location of business. The cost of the windows with install totaled **\$4,000**. The work was completed July, 13 2005. No payment received as of September 19, 2005.

At this stage, payment can be made using the following methods:

- Check or Money Order valued at (**\$4,000**) sent to the address listed above.
- Credit Card transaction over the phone.
- Flex-Plan payment option (three payments over three months)

We trust one of these methods suits your current situation. If you have any questions or would like to make payment over the phone, please call me at 1-800-234-6786.

The Clear Window Company appreciates your business and the recent purchase and installation of our replacement windows. We hope that you are fully satisfied with our workmanship and quality.

Sincerely,

Richard Eash  
Credit Manager