

CONVERSION LETTER

(This Letter Will Be Typed On Your Business Letterhead and Mailed To Your Customers)

(Current Date)

Dear Customer

We at (Merchant Name) would like to inform you of a change in our accounts receivable billing.

Effective (Date), our accounts receivable will be handled by Interstate Billing Service in Decatur, Alabama. Interstate Billing Service, Inc. will provide you with the most up-to-date accounts receivable billing service available, as well as a monthly statement.

The amount owing on your (Current or Last Month) statement should be paid as usual. The (Next Month) statement, as well as future statements, will be sent to you on or about the 25th of the month and are due to be paid to Interstate Billing Service by the 10th of the following month. Please make your check payable to Interstate Billing Service and mail to DEPT. 1265, P.O. Box 2153, Birmingham, Alabama 35287-1265. To ensure timely and proper posting of your payment, IT IS VERY IMPORTANT that you enclose the remittance portion from your statement and mail it to the above address in the envelope provided.

Since we provide invoices at the time of sale, none will be sent with your statement. However, upon request, Interstate Billing Service will furnish you with any copy of an invoice you might need. For your convenience, they also provide a toll-free line, 1-800-332-9140. Because your account is a business account, there is never a service charge added.

Thank you for your cooperation and understanding with this change. This will offer you the most convenient and personalized service available. We appreciate your business and the opportunity to serve your future needs.

Sincerely,

MERCHANT NAME