


## 4) Late Fees

If a payment were scheduled for the 1 st, late fee applies AFTER the $\qquad$ th of month.

Late charge amount to be added to the Amount Due is \$ $\qquad$ -.

Yes, I want a black box to overlay over the top of the late fee amount.


## 5) Name and address for detachable return label


7) Last Coupon in the Book. Should the dollar amount of the payment be shown on the LAST coupon?
$\square$ YES, show the amount (default)NO, leave last amount blank

Provide a message of up to 37 characters to appear at the top of the LAST coupon |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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## 6) Boxed Image or Special Text

OPTIONAL: choose a stock "boxed image", or design up to 3 lines of text for a message of your choosing. Slmply provide a sketch if you have a special request.

8) Monthly Messages are controlled by the month-of-the year. Commonly used for "graduation fees", "special reminders", or for "collection / "servicing" messages.Print messages at top of coupons (default)
Print messages at bottom of coupons (not available if item 9 is used)
Typed listing of messages of up to 37 characters per month is attached.
OR
Use this message for all coupons $\square$
9) Scan Line Area You may provide a one line message of up to 42 characters in addition to the monthly messages printed at the top of the coupons.
$\square$
For Plant Use Only

Custable:
Exptable: $\qquad$
LCFile: $\qquad$

Date:
List $\qquad$ :
Inserts: $\qquad$

N\&A Return:
LBLFILE:
Logo/Boxed: $\qquad$ 1

