

## TRACKING SHEET

To track an order,

## FAX to 715.435.4616

To track an order(s) in progress for payment coupon books, complete this page and fax to the number above. We'll let you know ASAP what the status of the order is.

Your customer number	Suffix (if ap	Suffix (if applicable)	
Your name	Your fax #		
Loan #OR: A data file (such as one week'	rrower Names orders) from the date of om this file  The file was sent on date	Provide the	

## STANDARD TURNAROUND TIMES ON COUPON BOOK PRINTING

For your reference: if your order is placed by computer media, your books are <u>normally printed the very same day the computer file is rec'd</u>, and shipment occurs normally either that day or the next working day. A report of orders produced is mailed at the time of shipment for orders via computer media. Orders placed by paper copy take 1 or 2 add't days.

## ORDER TRACE POLICY

Traces are conducted at no charge for up to 2 traces per calendar month. There is a \$5.00 handling charge for each additional trace after the second one.