

(Date of Letter)

(Name of Company)

(Attn: Order Department)

(Street Address)

(City, State and Zip Code)

RE: Catalog Order Request

Dear Order Clerk:

Enclosed please find my order for item number _____, category _____, found on page _____ of your catalog dated _____ (date of catalog). The listed price for the item is \$ _____, and with the additional charges for shipping, handling, taxes, etc., the total amount enclosed is \$ _____.

It is my understanding that this order will be filled in _____ days, pursuant to the terms of your catalog. In the event this is not true, or should there be any delay for any additional reason, please advise immediately since this order is time sensitive. Please deliver the merchandise to the following address. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.