

THREE-DIGIT SERVICE UNIT NUMBER: _____ FIVE-DIGIT TROOP NUMBER: _____

Girl's Name: _____ Outstanding Amount Due \$ _____

Uncollected From: _____
(Parent / Guardian Name)

Street Address _____ City _____ State _____ Zip _____
(H) _____ (C) _____
Phone Numbers _____ E-mail Address _____

STEP 1 -- Make 3 contacts (in person, phone and/or email) with the parents/guardians who have not paid. Provide the name of individual who made the call/contact, person contacted, date, response and comments.

1. _____

2. _____

3. _____

Use reverse side or extra sheets if necessary.

Submitted by: Troop Fall Product Manager

Name _____ E-mail Address _____ Phone Number _____

If money remains uncollected after three (3) documented contacts:

STEP 2 – Staple girl's permission slip and signed receipt(s) for products to the top of this form.

STEP 3 – Submit this form with Troops Sales Packet due to Service Unit Fall Product Manager prior to 12/09/11.

Please direct all questions to our Finance Department at 1-800-692-7816

Service Unit Fall Product Mangers:

Please verify all steps have been completed before submitting to nearest service center.