

**Deadline:** Service Unit Fall Product Managers to Council: December 16, 2011

**THREE-DIGIT SERVICE UNIT NUMBER:** \_\_\_\_\_ **FIVE-DIGIT TROOP NUMBER:** \_\_\_\_\_

**Troop Contact:** \_\_\_\_\_

- Leader  
 Fall Product Coordinator

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(H) \_\_\_\_\_ (C) \_\_\_\_\_  
Phone Numbers \_\_\_\_\_ E-mail Address \_\_\_\_\_

**STEP 1** – Make three (3) contacts (in person, phone or email) with the troop manager who has 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: Service Unit Fall Product Manager

Name \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

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

**STEP 2** – Staple T-2 report for troop to top of this form.

**STEP 3** – Include this form with your SU Troop Sales Packets to Product Sales Department by 12/16/11.

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