

# Notice of C.O.D. Terms

Date:

To: (Customer)

We are in receipt of your purchase order, a copy of which is attached. We shall be pleased to accept your order, however, we cannot accept the order on credit terms. Accordingly, we shall ship the goods on C.O.D. terms unless you notify us of cancellation of the order within ten days of the date of this notice.

We appreciate your patronage.

Yours very truly,

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