

SAMPLE

May 27, 2016

MONDAY REPORT

ATTN: MARK
ABC DENTAL CARE
1558 ABC ROAD
ARIZONA CITY, AZ 85222

LETTER SERVICE TOTAL	40
PLACED 05/25 to 05/30/16	-20
REMAINING TOTAL	<u>20</u>

RE: ACCOUNTS THROUGH LETTER SERVICE CYCLE.

(SEE LETTER SERVICE COMPLETED)

This is your Monday Report it accompanies your Letter Service Complete Report and lists the number of accounts entered into pre-collect during a specific time frame, subtracts it from the number of accounts you had previously to give you the total number of accounts remaining. When you receive these two reports on Monday you must look them over and report any changes or closures to these accounts by the following Wednesday morning.