

**REQUEST FOR EXTENDED CREDIT TERMS**

**(DATE)**

**Customer Name:** \_\_\_\_\_ **Invoice #** \_\_\_\_\_

**Invoice Date** \_\_\_\_\_ **Amount Due: \$** \_\_\_\_\_

My signature below acknowledges that **(YOUR COMPANY NAME)** delivered the ordered goods as requested and, that there are no defects or disputes arising from said job. We are requesting an additional **(NUMBER)** days with which to pay the agreed amount because \_\_\_\_\_.

**(CUSTOMER NAME)** agrees to pay all past due amounts by **(DUE DATE)** and understands that should the full amount not be paid as agreed, **(YOUR COMPANY NAME)** will be entitled to all penalties and fees as defined in the original agreement.

\_\_\_\_\_/\_\_\_\_\_/2009  
**Signature**                      **Title**                      **Date**