



# Reorder Reminder

*Reorder now and ensure your marketing materials are always up to date!*

- To reorder your existing materials call us now and we can assist you over the phone
- To reorder your materials with changes, call us so we can talk with you to understand your needs

Thank you for your business!

Sincerely,

XYZ Company, Inc.  
1801 Lawrence Dr.  
De Pere, WI 54115

Phone: 555-555-5555

Fax: 555-555-5555

**Important Facts About Your Last Order:**

Style and Description: Custom 11.5 x 9 DVD & Book Holder  
Institute for Customer Development

Quantity: 1500

Original Order Shipped On: 6/22/2005

Plant Order Number: 86755

Distributor Purchase Order Number: 56764