



Dear Valued Customer:

Sabin Robbins is pleased to add yet another convenience for processing your payments, (Demand Drafting aka. Check by FAX).

This simple two step process eliminates the need to forward a physical check for payment of outstanding invoices and can be used in lieu Company Check On Delivery requirements

**Step One:**

Complete the Check Demand Draft Authorization provided by your sales or credit professional and return it via FAX to **513/874-2162**.

**Step Two:**

Process your company check in the amount required as if it were to be mailed, and send via FAX to \_\_\_\_\_. This FAX copy will be converted into a Demand Draft on security paper and processed as if it were your actual check. **(After faxing, mark across the face of the original check "CHECK BY FAX, DO NOT MAIL")**.

It is our hope that this proven process will:

- 1.) Alleviate the inconvenience and added expense of having to have a check on hand at delivery (CCOD shipments)
- 2.) Expedite our receipt of required payment prior to shipment without the expense or overnight delivery
- 3.) Provide the additional convenience of making required payments on outstanding invoices direct

Thank You

Your Sabin Robbins Family



**CHECK DEMAND DRAFT AUTHORIZATION**

\_\_\_\_\_  
(full legal company name)

**Authorizes Sabin Robbins, LLC to draw funds as directed by the undersigned or its representatives.**

**Authorized Signature Names and Titles**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bank Name, Address and Phone Number**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Checking Account Number**

\_\_\_\_\_

**Bank Routing Number**

\_\_\_\_\_

**\*\*NOTIFICATION OF CHANGES IN ACCOUNT INFORMATION IS REQUIRED IMMEDIATELY**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Customer Account Number** \_\_\_\_\_

**Please return via FAX # 513/874-2162**