

JOHN SMITH (CA) - EXAMPLE CONTACT
20 BAY STREET
11TH FLOOR
TORONTO, ON M5J 2N8

JOHN SMITH (CA) - EXAMPLE CONTACT
20 BAY STREET
11TH FLOOR
TORONTO, ON M5J 2N8

Richard T Avis, Attorney
& Associates, LLC

Richard T Avis

*P.O. Box 31579
Chicago, IL 60631*

Barry Serota (1948-2009)

*Phone: (847) 259-4700
Fax: (847) 259-9434*

E-MAIL:

SENT VIA POSTAL MAIL AND VIA E-MAIL

RE: W.W. Grainger, Inc. ("WWG") and Mutual Release

:

Reference is made to your WWG account number and invoice numbers ("Offer"), with WWG and being contractually bound parties thereof. Through Offer, received goods from WWG and as of , had a outstanding balance for repayment of those goods ("Balance").

In order to avoid the delay, inconvenience and expense of litigation, WWG and desire to settle the Balance for a total of in full and final satisfaction and settlement of the Balance ("Settlement"). Settlement must be paid by . Upon WWG or its authorized agent receiving Settlement, and Settlement payment clearing all appropriate banks, WWG and , and their members and representatives agree to mutually release, acquit and forever discharge each other from any and all past, present or future claims, demands, obligations, damages, liability, action, causes of action, third party claims, rights, expenses and compensation of any nature whatsoever, whether known or unknown, and whether accrued or accruing, which WWG and ever had, now have, or may ever have in the future, against each other relating to Balance. **UNDERSTANDS THAT THIS SETTLEMENT IS TO BE KEPT CONFIDENTIAL, AND AGREES NOT TO REVEAL TO ANYONE, OTHER THAN HIS ATTORNEYS OR REPRESENTATIVES, THE EXISTENCE OF THIS SETTLEMENT, OR ANY OF ITS TERMS OR AMOUNTS. IN THE EVENT IT IS DETERMINED THAT HAS REVEALED ANY SUCH INFORMATION, AGREES THAT WWG SHALL BE ENTITLED TO RECEIVE THE FULL ORIGINAL BALANCE DUE, NOTWITHSTANDING THE SETTLEMENT AMOUNT.**

The parties agree must pay their future purchases with cash or credit card. Should wish to request open terms with WWG in the future, understands it will be required to pay the remaining open balance on the settled account before WWG considers the open terms request.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

Richard T Avis, Attorney
& Associates, LLC

Richard T Avis

Barry Serota (1948-2009)

*P.O. Box 31579
Chicago, IL 60631*

*Phone: (847) 259-4700
Fax: (847) 259-9434*

By virtue of signing below, the parties agree to the forgoing.

The terms of this letter are authorized and agreed to by:

Michael Archuleta, Authorized Agent for WWG

The terms of this letter are authorized and agreed to by:

, Authorized Agent for

W.W. Grainger, Inc. Mutual Release Payment Instructions:

To settle this matter, please make your check payable to W.W. Grainger, Inc. Please include case number - on the memo line of your check, and mail your check to:

W.W. Grainger, Inc.
c/o The Law Offices of Richard T Avis
P.O. Box 31579, Chicago, IL 60631

*You can also pay with check or credit card online with our payment processor at: <https://www.afm-usa.com/payment> or by phone with our office at **(847) 259-4700**. Note, a convenience fee will be assessed for both check or credit card payments made online or by phone.

Thank you,

P.O. Box 31579, Chicago, IL 60631
P: (847) 259-4700 | F: (847) 259-9434

This is an attempt to collect a debt by a debt collector. Any information obtained will be used for that purpose.