

MATRIX REQUIREMENTS

1. TYPE MATRIX IN A SINGLE COLUMN DOWN THE CENTER OF THE PAGE, LEAVING 2-INCH MARGINS TOP AND BOTTOM AND WITH AT LEAST TWO BLANK LINES BETWEEN NAME/ADDRESS BLOCKS (EXAMPLE OF MATRIX ON REVERSE SIDE OF THIS FORM)
2. YOU MAY USE ALL CAPS
3. IF USING AN ACCOUNT NUMBER OR ATTENTION LINE, PUT ON SECOND LINE
4. PUT ZIP CODE WITH CITY AND STATE ON LAST LINE
5. MAKE SURE ALL MARGINS ARE AT LEAST 2 INCHES
6. PUT NAME OF DEBTORS ON BACK OF MATRIX
7. IF ADDRESS OF CREDITOR IS UNKNOWN, PUT IN CARE OF ATTORNEY'S OFFICE. PLEASE DO NOT LEAVE BLANK LINES
8. PUT EACH CREDITOR ON MATRIX ONLY ONCE
9. DO NOT WRITE ON FRONT SIDE OF MATRIX
10. USE A HYPHEN IN 9-DIGIT ZIP CODES
11. EACH ADDRESS CAN BE ONLY FIVE LINES
12. EACH LINE CAN HAVE 30 CHARACTERS OR LESS
13. DO NOT PUT DEBTOR, ATTORNEY OR TRUSTEE ON MATRIX
14. COURIER 10, PRESTIGE ELITE OR LETTER GOTHIC ONLY - 10 PITCH
15. DO NOT TYPE BOLD
16. SEND VERIFICATION WITH MATRIX
17. DO NOT USE ½ SIGN
18. DO NOT USE % FOR C/O
19. DO NOT SPLIT ADDRESSES BETWEEN PAGES

EXAMPLE CREDITOR LIST: COURIER 10 PITCH

First City National Bank
of Beaumont
PO Box 3391
Beaumont, TX 77704

Flex Northwest
1540 NW 46th St
Seattle, WA 98372

General Welding Supply Co
PO Box 3167
Baltimore, MD 20984

George S. Bush Export Inc
1400 Exchange Building
Buffalo, NY 10984

Glander International
Lake Success Plaza
One Hollow Lane
Lake Success, NY 11042

Gus Electronics
Marine Division
3700 West 61st Ave
Anchorage, AK 99502

Hansberry's Appliance
Parts Division
400 9th Ave North
Seattle, WA 98109

Hardware Specialty Co
3419 11th Ave SW
Seattle, WA 98134

Hill Batis & Nash
Attorneys at Law
Ste 5125
One World Trade Center
Baltimore, MD 20045

Hocking International
Chemical Corporation
2121 Hoover Avenue
National City, CA 92050-3821