

DILLSBURG KARATE ACADEMY

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October 7, 2008

Dear Students and Parents,

I have been announcing the on going issue of dues being **LATE**. The dojo can not afford for this to continue. As a small business, the success of our operations depends on the dues being paid on time. I do not pay any bills that come to the dojo late. It is poor business and I do not want the dojo or myself to receive a bad credit rating.

Starting this month, October 2008 if dues are paid after the 28th of the month there will be a \$25.00 **LATE FEE**. Dues must be paid on time. If late fees are not paid in the month that they are late, they will be applied to next month's dues. I do not want to be harsh, but as the owner of the dojo, I need to do this. As a dojo, we have always tried to keep our dues low and for 9 years we have succeeded. There are no salaries paid to any of the instructors, which has allowed membership to be affordable.

Also please note, if you pay by check or cash and date it, but if it is received after the 28th, it is late. If you know that you may be late, please see me about it and I will mark it down. If the 28th occurs between classes, dues are to be paid by the **NEXT** class. If any one needs to discuss this issue, please see me.

Thank You for your attention to this issue.

Master Greg Vasquez