



Account Cancellation Procedure

The following is the correct procedure required to have an account cancelled and returned to you from our agency.

1. We ask that you submit your request in writing to our office to the attention of our General Manager; Tony Henderson.
2. We ask that you submit your request within 30 days of placing the account.
3. We ask that you give a detailed reason as to why you want to have the account cancelled, such as “placed in error”. Please be specific as to the nature behind the reason.
4. Send all requests Merchants Credit Bureau ~ Po Box 1588 ~ Augusta, GA 30903, fax the request to us at 706-823-6315 or you can send an email to myself or to: tony.henderson@mcbusa.com.

We appreciate your continued business and want to help you make the most of your relationship with our company.

Sincerely,

Pat Birone
Sr. Sales/Mktg Exec.
800-241-4201 ext. 6271
706-823-6315 fax
pbirone@mcbusa.com
www.mcbusa.com