



Overhead Reduction Tracker

Example Script to Vendors: I am reaching out to you for assistance due to the mandated close of our business. I'm seeking help from your company and wondering what assistance you are offering? We are requesting a payment reprieve, ideally no interest/no late fees. What can you do to support us? Thank you for your help and support, which is greatly valued and appreciated.

This is a FILL IN form. Before starting SAVE first to your computer files so you don't lose your information. You can also print and handwrite your information. **Instructions:** In the Green Column list ALL vendors you need to reach out to for support and assistance.

Vendors List	Payment Amount	Date Called or Emailed	Payment Terms Extended	Interest / Penalty / Late Fees Waived	NOTES: i.e. Contact person, time commitment, all vital details, etc.