

THIRD PAST DUE REMINDER

(DATE)

(CUSTOMER NAME)
(CUSTOMER ACCOUNT NUMBER)
(CONTACT PERSON)
(ADDRESS)(CITY) (STATE) (ZIP CODE)

YOUR ACCOUNT IS SERIOUSLY PAST DUE AND REQUIRES YOUR IMMEDIATE ATTENTION

Dear (CUSTOMER CONTACT),

Despite several requests for payment of invoice number (INVOICE NUMBER) due (DUE DATE) your check has not been received.

We demand immediate payment of what is now due, \$(TOTAL), which includes interest totaling \$(INTEREST).

Should the past due amount not be remitted immediately or should you fail to make acceptable arrangements, (COMPANY NAME) reserves the right to suspend or cancel any credit privileges extended to (CUSTOMER NAME). In the event that credit terms are suspended or cancelled, any jobs in process will be deemed C.O.D and held until such time that all past due amounts are paid in full.

Sincerely,
(YOUR SIGNATURE), (TITLE)
(YOUR COMPANY NAME)

VERY IMPORTANT: Please remember, our credit terms are net (NUMBER OF DAYS) and any unpaid amount exceeding terms will incur interest of 18% per annum (1.5% per month). Any amount not paid when due for which an outside collection agency and/or an attorney is retained will result in the customer's liability for all collection fees, attorney fees, interest and all costs associated with the collection of any past due amount.