**VERSION 1 a) (approaching 45 days overdue)**

Good Morning [Name]

I’m just reviewing some of our accounts with my Boss. I noticed you're approaching 45 days. (Our policy is net 30).

The balance is $\_\_\_\_. If you need copies of invoices or a statement of account, let me know. I am happy to have our accounting team forward these to you. If there is something I can do to help, or if there is an error, just let me know – again, I'd be happy to help.

Many of my clients use our online banking or credit card system for payments.  If you need info, let me know.

If you can help with this, I'd really appreciate it.

Happy Monday!

**VERSION 1 b) (approaching 45 days overdue)**

Good Morning [Name]

I just wanted to check in to ensure everything is going well with your account. My boss and I were going over my list and I see that you are approaching 45 days. Our policy is that we would like to be paid within 30 days of the date of the invoice (i.e. net 30 days). Would you mind looking into this to ensure everything is alright? The balance is $\_\_\_.

If you need copies of invoices or a statement of account, let me know. I am happy to have our accounting team forward these to you. If there is something I can do to help, or if there is an error, just let me know – again, I'd be happy to help.

Many of my clients use our online banking or credit card system for payments.  If you need info, let me know.

If you can help with this, I'd really appreciate it.

**VERSION 1 c) (approaching 45 days overdue)**

Good Morning [Name],

I’m just following up with my customers to ensure that everything is going well after our change to electronic invoicing. My boss and I were going over my list and I see that your account balance is approaching 45 days. Is there a chance that you might be missing an invoice?

Our policy is that we would like to be paid within 30 days of the date of the invoice (i.e. net 30 days). Would you mind looking into this to ensure everything is alright? The balance is $\_\_\_.

If you need copies of invoices or a statement of account, let me know. I am happy to have our accounting team forward these to you. If there is something I can do to help, or if there is an error, just let me know – again, I'd be happy to help.

Many of my clients use our online banking or credit card system for payments.  If you need info, let me know.

If you can help with this, I'd really appreciate it.