**VERSION 2 a) (approaching 90 days overdue)**

Good Morning [Name]

I’m just reviewing some of our accounts with my Boss. I noticed you're account is approaching 90 days. (Our policy is net 30). I was in touch with you previously about your account; I see that it is still unpaid.

I am wondering if there is something I can do or clarify for you that will allow you to pay the amount owing? 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 2 b) (approaching 90 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 90 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 $\_\_\_. When I contacted you about this a month ago I didn't hear that there were any issues. Has something changed? What can I do to help arrange payment?

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 2 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 90 days. Is there a chance that you might be missing an invoice? Is there another problem that I am unaware of? I would really like to help.

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.