

[L]Overdue Account—One Last Try

[Date]

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip]

Dear [Mr. or Mrs. or Ms. + Last Name]

Our accounting department has turned your past due account over to me hoping that I could persuade you to bring it current prior to forwarding your file to our legal department.

When our firm extends credit, it bases its decision on that applicant's previous credit history and ability to pay. When you requested credit from us, you met all of these criteria. Today, however, your account has reached the critical stage.

You can avoid any additional costs if you mail your check in the amount of (amount) I must hear from you within five days.

Sincerely,

[Name]

[Title if applicable]

Sample Of Past Due Invoice Letter

Mark Steyvers

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name Mark Steyvers.

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The Save Your Business Book John Goldhammer, 1993-01-01 To learn more about Rowman Littlefield titles please visit us at www.rowmanlittlefield.com *Graphic Artists Guild Handbook, 16th Edition* The Graphic Artists Guild, 2023-10-03 The industry bible for communication design and illustration professionals with updated information listings and pricing guidelines *Graphic Artists Guild Handbook* is the industry bible for communication design and illustration professionals A comprehensive reference guide the Handbook helps graphic artists navigate the world of pricing collecting payment and protecting their creative work with essential advice for growing a freelance business to create a sustainable and rewarding livelihood This sixteenth edition provides excellent up to date guidance incorporating new information listings and pricing guidelines It offers graphic artists practical tips on how to negotiate the best deals price their services accurately and create contracts that protect their rights Sample contracts and other documents are included For the sixteenth edition the content has been reorganized topics have been expanded and new chapters have been added to create a resource that is more relevant to how graphic artists work today Features include More in depth information for the self employed on how to price work to make a sustainable living and plan for times of economic uncertainty A new chapter on using skills and talents to maximize income with multiple revenue streams workshops videos niche markets passion projects selling art and much more Current U S salary information and freelance rates by discipline Pricing guidelines for buyers and sellers Up to date copyright registration information Model contracts and forms to adapt to your specific needs Interviews with eleven self employed graphic artists who have created successful careers using many of the practices found in this Handbook

Graphic Artists Guild Handbook, 17th Edition The Graphic Artists Guild, 2025-11-04 The industry bible for graphic arts professionals with pricing guidelines and information on business ethical and legal issues in a new updated edition with essential information on AI NFTs social media and more For over 50 years the *Graphic Artists Guild Handbook* has been an indispensable resource for graphic arts communication design and illustration professionals As the graphic art marketplace continues to evolve with the changing digital and print media landscape the need for up to date information on business ethical technical and legal issues is greater than ever The content of the 17th Edition has been updated and expanded to create a resource that is relevant to how graphic artists work today New content addressing generative AI and ways to protect your work How to develop a business plan A new section on non fungible tokens NFTs and how artists are using them to maximize their income The addition of the following sub disciplines public art mural art and social media design marketing Realistic pricing guidelines to help the self employed create a sustainable livelihood and plan for times of economic uncertainty Current U S salary information and freelance rates by discipline Up to date copyright registration information including an explanation of the Copyright Claims Board and how to use it Model contracts and forms to adapt to your specific needs Eight new interviews with diverse and self employed graphic artists A QR code to access future updates that will be

available on the Graphic Artists Guild website This new robust edition also includes a dedication to industry legend Cheryl D Miller and a foreword by industry luminary Debbie Millman best known as the host of the podcast Design Matters along with a wealth of contributing writers who offer tips on and insight into today s most pressing topics **Collecting Your Fee** Edward Poll,2003 By following Ed Poll s recommendations you can ensure that your collection process is controllable and more efficient resulting in satisfied clients and a healthier bottom line *How to Say it* Rosalie Maggio,2001 The second edition of this popular one of a kind book is updated with ten new chapters **The AMA Handbook of Business Letters** Jeffrey L. Seglin,Edward Coleman,2012 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving Whether it s a formal printed letter or an email the ability to write effective correspondence is essential for success no matter what the industry Containing more than 25 percent new material The AMA Handbook of Business Letters provides readers with over 370 customizable model letters divided into categories reflecting various aspects of business including Sales marketing and public relations Customer service Human resources Credit and collection Letters to vendors and suppliers Confirmations requests and replies Permissions And many more In addition the book provides readers with a refresher course in the letter writing basics and helpful appendices listing common mistakes in grammar word usage and punctuation Comprehensive and now extensively updated this invaluable resource provides professionals with an adaptable template for every conceivable business correspondence need *Senate Documents, Otherwise Publ. as Public Documents and Executive Documents* United States. Congress. Senate,1862 *Credit and Collections Kit For Dummies* Steven Harms,Aaron Larson,2009-07-31 A breakthrough title explaining effective cost efficient collection methods In a down economy the demand for a successful credit and collection game plan increases Credit Collections Kit For Dummies is a comprehensive guide for people involved in collection activities with accounts clients helping readers approach the often difficult task of collecting from late slow paying customers as well as determining when and if to extend credit to questionable ones It gives readers the expert information and tools designed to ensure that their collection methods are both effective and legal The book s attached CD includes helpful scripts forms letters templates and spreadsheets to help readers work efficiently and effectively Note CD ROM DVD and other supplementary materials are not included as part of eBook file [Standby and Commercial Letters of Credit](#) Brooke Wunnicke,Paul S. Turner,2000-10-01 Standby and Commercial Letters of Credit Third Edition alerts you to current developments and discusses the recent UCP600 former UCP500 ISP98 UCC Article 5 and current trade practices and problems The authors review letter of credit law and practices helping to resolve concerns of applicants beneficiaries and issuers This essential resource includes Sample forms and clauses procedures and checklists Current court cases and extensive Table of Cases What can happen to letters of credit in bankruptcy and insolvency proceedings Fraud and injunction nightmares Cross reference table UCP600 and UCP500 Strategies for bank reimbursement agreements Standby and Commercial Letters of Credit Third Edition gives you immediate

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