

FINAL DEMAND FOR PAYMENT

(DATE)

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

FINAL DEMAND FOR PAST DUE PAYMENT

We have attempted on several occasions to contact you regarding the unpaid balance due on your account, yet our calls and letters have gone unanswered.

Demand is hereby made for immediate payment of the full amount due and owing, **\$(TOTAL DUE), including interest of \$(AMOUNT).**

(CUSTOMER)'s credit privileges have now been revoked. All future work and any orders in process will now require 'Cash in Advance' prior to their release. ANDREA: would the printer be stopping work on anything in progress at this point? This doesn't seem to address that aspect....

(LIST ALL PENDING ORDERS INCLUDING CUSTOMER P/O NUMBERS AND AMOUNTS DUE)

****BE ADVISED**** Should we not receive full payment by (DEADLINE DUE DATE) this matter will be referred to either our collection agency or our attorney **AT YOUR EXPENSE** pursuant to the agreed terms as stated on the signed credit agreement (copy attached).

Please resolve this urgent matter now.

(YOUR NAME), (TITLE)
(COMPANY NAME)