

[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

**BM King**

## **Sample Of Past Due Invoice Letter:**

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 Practice Management for the Veterinary Team - E-Book Heather Prendergast, 2023-11-09 Comprehensive coverage of practice management skills includes leadership, financial management and strategic planning as well as telephone skills, appointment scheduling, admitting and discharging patients and communicating with clients. Coverage of clinical assisting ranges from examinations and history taking for patients to kennels and boarding procedures. Veterinary Ethics and Legal Issues chapter helps you learn to protect the practice and run a practice based on ethical principles and veterinary laws. End of chapter review questions reinforce key concepts and measure mastery of the content. End of chapter Practice Managers Survival Checklist allows you to review the most essential information. Versatile text can be used by practice managers to study for the CVPM exam. Updated content highlights important technological and professional updates to the field impacting medical record management. New chapters covering telehealth and practice integrative management software are included. Current coverage includes a revised Leadership, Professional Development and Human Resources chapter and expanded content in Strategic Planning and Marketing chapters.

**Business Letters, how to Write Them** Timothy Burr Thrift, Benjamin John Campbell, Bruce Lafayette Vass, 1916 Advertising Fortnightly, 1925 **World Trade Information Service** United States. Bureau of Foreign Commerce, 1957 The City Record New York (N.Y.), 1889 **System**, 1922 World Trade Information Service, 1957

**Printers' Ink**, 1930 **Reports of Cases Argued and Determined in the Supreme Court of South Carolina** South Carolina. Supreme Court, Elihu Hall Bay, 1918 **Effective Business Letters** Edward Hall Gardner, 1917 The South Western Reporter, 1920 Includes the decisions of the Supreme Courts of Missouri, Arkansas, Tennessee and Texas and Court of Appeals of Kentucky. Aug-Dec 1886, May-Aug 1892, Court of Appeals of Texas, Aug 1892, Feb 1893, Jan-Feb 1928, Courts of Civil and Criminal Appeals of Texas, Apr-June 1896, Aug-Nov 1907, Court of Appeals of Indian Territory, May-June 1927, Jan-Feb 1928, Courts of Appeals of Missouri and Commission of Appeals of Texas. Advertising and Selling Fortnightly, 1925

**Short Business Letters for Dictation** Walter L. Gross, 1930 The Credit Monthly, 1921 **Cox's Reports of Cases in Criminal Law Argued and Determined in the Courts of England** Great Britain. Courts, 1907 The Southwell Diocesan Church Calendar, Clergy List and General Almanac Church of England. Diocese of Southwell, 1890 The World's Markets, 1919 **The Business Owner**, 1983

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