



HARLAND & CO.

ACCOUNTS AND ADVISORY

Northstar Systems · Mara Klein · 4 August 2026 · Ref. NS-010-2026

Payment Reminder

A clear and professional payment reminder referencing an overdue invoice, outstanding amount, payment deadline, and contact details.

Outstanding payment

Identify the invoice, original due date, outstanding amount, days overdue, prior reminders, and account status.

Document control	Detail
Owner	Mara Klein
Reference	NS-010-2026
Effective date	4 August 2026
Status	Ready for review

Requested action

State the new payment deadline, accepted payment route, remittance reference, and how to report a disputed balance.

- Confirm the responsible owner and decision deadline.
- Record evidence, assumptions, and dependencies explicitly.
- Convert the agreed outcome into a trackable next action.



Account details

Repeat beneficiary information, payment reference, finance contact, and secure verification instructions.

Line item	Quantity	Unit amount	Total
Account details	2	1,250.00	2,500.00
Service and support	1	480.00	480.00

Next steps

Explain the proportionate escalation path if payment or a substantive response is not received by the stated date. Adapt the reminder to the contract, applicable collection rules, and jurisdiction, and obtain professional review where required.