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, dispute contact, and proportionate next step if no response is received.

Account details

Repeat beneficiary information, payment reference, finance contact, and secure verification instructions. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.