



MONTHLY CYCLE CALENDAR

| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
|---|---|--|---|-----|---|-----------------------------------|---|--|---------------|
| Statement Run Run Debtor Ledger Report | Calls / emails to confirm new invoices received | Email reminder payment overdue for previous invoices | | | Calls / emails to remind payment due | 1 st Reminder Letter | | | Calls/ emails |
| 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18. | 19. | 20. |
| | Calls / emails | | 2 nd Reminder Letter or NBP LETTER | | | Calls / emails | Call pre-court action if required | | |
| 21. | 22. | 23. | 24. | 25. | 26. | 27. | 28. | 29. | 30. |
| NBP letter or Court Action | | Calls / emails Credit checking existing customers | | | Pro-active calls invoices coming due End of Month | Call pre-court action if required | Court Action Email reminder New customers pre-due date | Pro active calls invoices coming due EOM | |