

Complete recovery summary

Northstar Studio | Generated 22 July 2026

What to do now

Acme Projects Ltd owes GBP 1,335.41. Send the polite but firm reminder today with the original invoice and payment statement attached.

Client	Acme Projects Ltd
Invoice	INV-1042
Original amount	GBP 1,250.00
Due date	4 July 2026
Days overdue	18
Recommended tone	Polite but firm

Follow-up sequence

Today: Send reminder. **+3 days:** Follow up. **+7 days:** Final notice. **+14 days:** Review formal recovery options.

Files included

Original invoice, payment statement, invoice notice, case record, editable email sequence, and calendar reminders.