

**Invoice Past Due Notices (3 line drop down > Settings > Configurations > Client Emails > Invoice Past Due Notices):** When you do decide to begin utilizing the past due notices, there are a few things you will need to keep in mind.

- Update the wording of the notices to convey an escalation of tone (*examples below*).
  - 30 Day - Your invoice is currently 30 days past due. Please remit payment at your earliest convenience.
  - 45 Day - Your invoice is currently 45 days past due. If you neglect to remit payment you may experience service disruption.
  - 60 Day - Your invoice is currently 60 days past due. Your service will be turned off until payment is issued for the amount of the invoice.
  - 90 Day - Your invoice is currently 90 days past due. You will be receiving an additional invoice for the late/finance charges incurred on your past due invoice. These fees will continue to accrue every X days payment is not issued.
  
- When you do decide to roll these out, it is best practice to begin at the latest date (*i.e., if you plan on using the 90 days begin with turning this one on first*) then wait a few days and turn on the next. Using this strategy will help to ensure all invoices meeting the criteria are being sent to your clients as past due. Additionally your clients will not be overwhelmed with several emails at once that could potentially be overlooked or deleted.