



Collection Process

Individual client statements are prepared and mailed out at the end of every month. Statements include a detailed listing of all invoices, payments, and/or adjustments. Outstanding balances are due within 30 days of the Statement date. Balances that remain outstanding after 45 days will be handled through our internal collections process. Client account balances that remain unpaid after internal collection efforts have been attempted will be turned over to an outside collection agency for further processing.