

Title: Accounts Receivable Collections

Policy No: 1503

Approval: Town Council

Effective Date: December 28, 2005

Supersedes Policy No:



Policy Statement: To provide for the effective control, administration, and collection of accounts receivable.

The following procedure will be followed regarding accounts receivable:

<u>Date</u>	<u>Action</u>
Current Date	- Invoice mailed.
30 Days	- Send first notice by regular mail.
60 Days	- Telephone call.
75 Days	- Mail demand letter by certified registered mail.
90 Days	- All future credit cancelled, small claims started, continued collection through collection agency.

Action stops when account is paid in full. Administration will, at all times, be willing to agree to a suitable payment schedule.