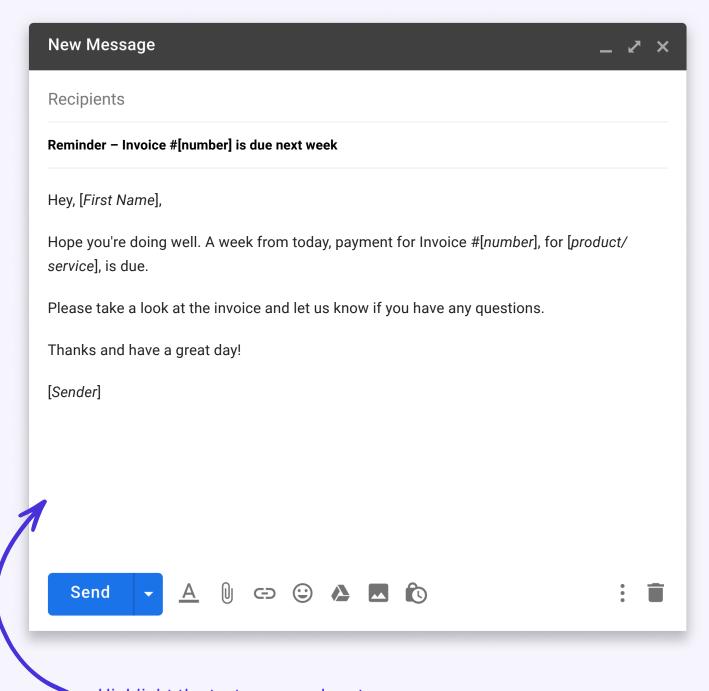


A Simply Business® guide.



First payment reminder

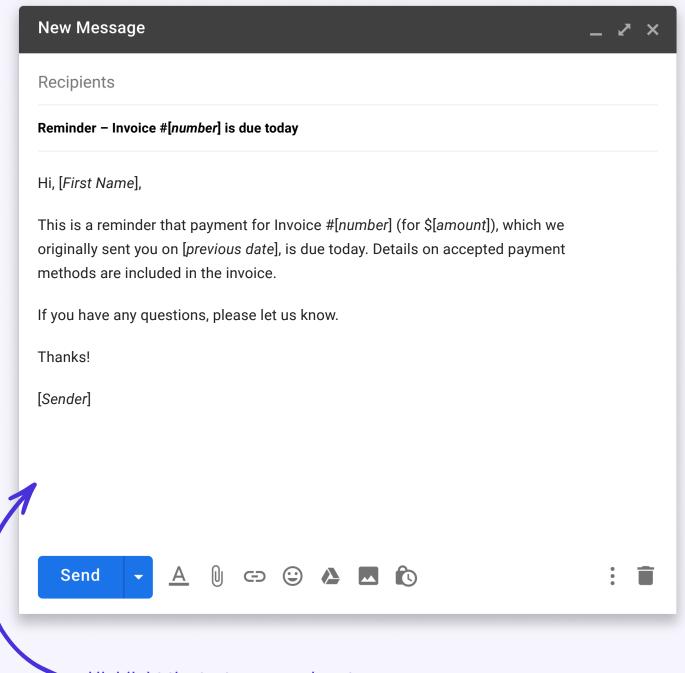
One week before the payment is due





Second payment reminder

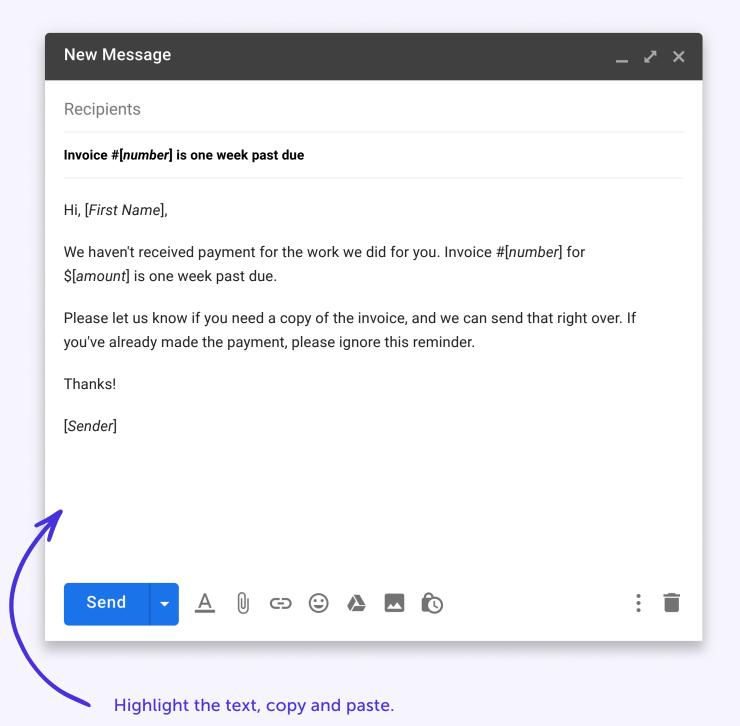
On the day the payment is due





Third late payment reminder

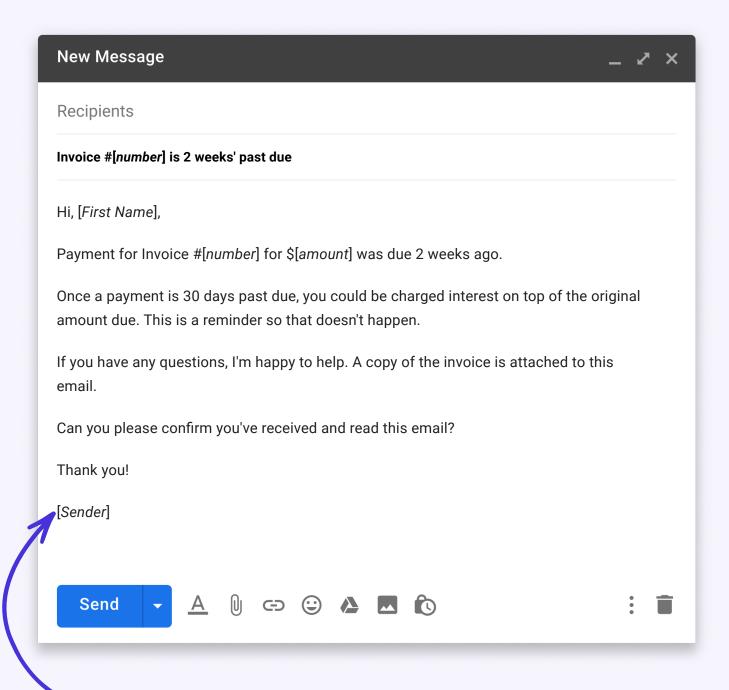
One week after late payment was due





Fourth late payment reminder

Two weeks after late payment was due





Fifth & final late payment reminder

Two weeks after late payment was due

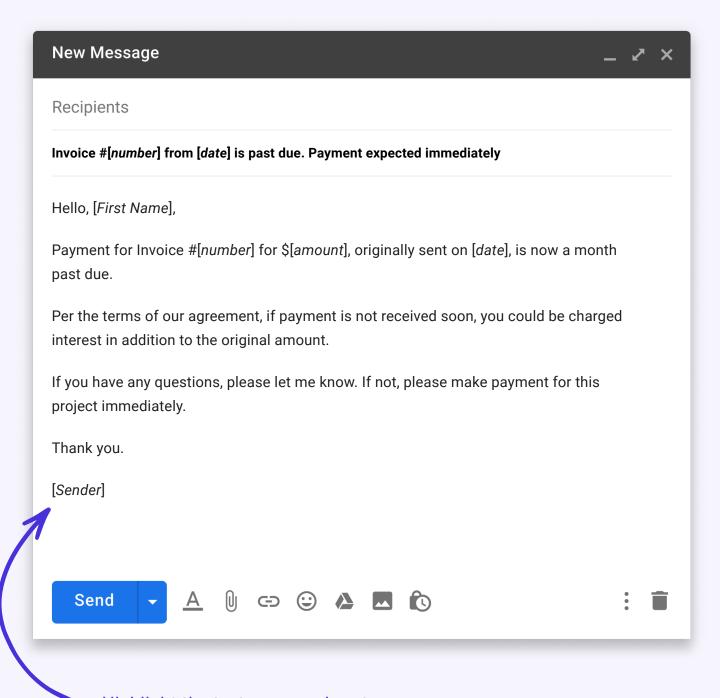






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