



PROPOSAL KIT SAMPLE

SAMPLE CONTRACT PACK DOCUMENT

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When purchased, the Proposal Kit Professional or Contract Pack will also include many related documents many of which are designed to work together.

For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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COLLECTIONS LETTER - INVALID PAYMENT

<<CustCompany>>
Attn. <<CustFirst>> <<CustLastName>>
<<CustAddress1>>
<<CustAddress2>>
<<CustCity>>, <<CustState>> <<CustPostalCode>>
<<CustWorkPhone>>

Dear <<CustFirst>> <<CustLastName>>,

Re: Invoice No. <<WorkOrder>>, Amount Due: <<Amount>>

We have attempted to contact you regarding the payment you made << Insert Payment Information >>. Unfortunately, your << Insert Credit Card, Check, Bank, etc. where the problem exists >> declined the payment on <<Date>>. Your account with us is now overdue in the amount of <<Amount>>. We request that you

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/problem-notification/collections-letter-for-invalid-payment.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

ProposalKit.com/htm/proposal-software-products.htm

