

Without hearing back in 24 hours I would immediately inform my superior. After detailing them of the situation either in person or through email (depending on the work environment) I would ask for their opinion on pausing "Glossed Over Media" considering their value and good reputation. Following my superior's response I would immediately communicate the current standing to our partner. Let's assume for the next part that my superior and I agreed to issue a warning with a 12 hr response period.

Subject: StudyBreak Media **URGENT : Unreceived payment.**

Dear Amy,

Unfortunately we still have not received a direct deposit from Glossed Over Media. As per our policy we immediately suspend any of our partners after not receiving on time payments. Considering our company's good standing and history we have decided to grant you 12 more hours to complete the payment. Unfortunately if we do not receive the deposit within the allocated time frame Glossed Over Media will immediately be suspended from our services. Please respond as soon as possible.

From, Jake with
StudyBreak Media

I decided to communicate our policy to our partner professionally and clearly to let them understand the situation. I would have communicated any of my superiors and stakeholders decisions with the same structured and professional approach.