**{DRAFT OFF}** {DRAFT ON}

|  |
| --- |
| {cl\_coll\_con\_first} {IFF(EMPTY(cl\_coll\_con\_middle),'',cl\_coll\_con\_middle + ' ')}{cl\_coll\_con\_last} |
| {cl\_full\_name} |
| {IF cl\_coll\_con\_use\_client\_addr='N'} |
| {if not empty(cl\_coll\_con\_addr\_address1)} |
| {cl\_coll\_con\_addr\_address1} |
| {end if} |
| {if not empty(cl\_coll\_con\_addr\_address2)} |
| {cl\_coll\_con\_addr\_address2} |
| {end if} |
| {if not empty(cl\_coll\_con\_addr\_address3)} |
| {cl\_coll\_con\_addr\_address3} |
| {end if} |
| {if not empty(cl\_coll\_con\_addr\_address4)} |
| {cl\_coll\_con\_addr\_address4} |
| {end if} |
| {cl\_coll\_con\_addr\_city}{IFF(EMPTY(cl\_coll\_con\_addr\_city),'',',')} {cl\_coll\_con\_addr\_state\_code} {cl\_coll\_con\_addr\_post\_code} |
| {If cl\_coll\_con\_addr\_country\_code<> 'USA'} |
| {cl\_coll\_con\_addr\_country\_name} |
| {end if} |
| {else} |
| {REPEAT CL\_COLLECT\_ADDRESS} |
| {if not empty(address1)} |
| {address1} |
| {end if} |
| {if not empty(address2)} |
| {address2} |
| {end if} |
| {if not empty(address3)} |
| {address3} |
| {end if} |
| {if not empty(address4)} |
| {address4} |
| {end if} |
| {city}{IFF(EMPTY(city),'',',')} {state\_code} {zip\_code} |
| {if country\_code <> 'USA'} |
| {country} |
| {end if} |
| {END REPEAT} |
| {END IF} |

{DATE\_TO\_TEXT(DATE(),'STD\_C')}

Dear Sir or Madam,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bill Date** | **Bill Number** | | **Matter** | **Balance Due** |
| {bal\_due=0}{countbills=0}{REPEAT CL\_NOTIF\_BILLS WHERE arstatus = 'O' ORDER BY bill\_number}{bill\_bal\_due=0}{REPEAT BILL\_MATTERS where m\_bill\_number=bill\_number and m\_p\_id = p\_id GROUP BY m\_matter\_code AGGREGATE SUM(m\_pcur\_total\*m\_sign) order by m\_bill\_number, m\_matter\_name}{bal\_due=bal\_due+aggregate\_value(1)}{countBills=countBills+1} | | | | |
| {if ON\_FIRST\_Unique\_Row(1)}{m\_bill\_date} {end if} | {if ON\_FIRST\_Unique\_Row(1)}{m\_bill\_number} {end if} | {m\_matter\_name} | | {if countBills=1}{curr\_symbol} {End if}{comma(aggregate\_value(1),2)} |
| {END REPEAT}{END REPEAT} | | | | |
| Total Balance Due: {curr\_symbol} {comma(bal\_due,2)} | | | | |

May I remind you that according to my records {if countBills =1}this bill remains{else}these bills remain{end if} unpaid.

If you have any queries about this account please contact me on the above number, otherwise I should be pleased to receive your remittance within the next few days.

Yours faithfully,

{\_EMPL\_NAME}

Credit Controller