Amicable reminder mandate — capped, dated, withdrawable

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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€214,000 of outstanding revenue · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Mandate in the sense of an authorisation given to the agent, not a payment order. Until it is signed, the reminders stay drafts that the department sends itself.**

The statement of arrears — what decides

Measure	Value	Reading
Unsettled receivables	**3,120**	Four budgets
Total amount	**€214,000**	**More than two years old**
Concentration	**€131,000 — 61 % — on 148 receivables**	**One hundred and forty-eight letters carry three fifths of the sum: one morning, not a programme**

Measure	Value	Reading
Availability of the statement	**Fourth working day after the close**	Six weeks previously

The mandate, in six lines

Clause	Content
Scope	**First-stage amicable reminders, on receivables below €400, and nothing else. Above that, a second reminder or recovery already under way: the letter is written, the department sends it**
No decision on the receivable	**No waiver, no write-off, no payment plan granted — the deliberating assembly or the public accountant depending on the case, with the measured, reasoned file ready to present**
Items carried on every reminder	**Nature of the revenue, period, amount, online payment route, number to call to contest it**
Next-day control	**Daily statement of the reminders sent the day before, on one page**
Duration	**Review at three months. Without an explicit decision at the review, the mandate stops — renewal takes a signature, stopping does not**
Withdrawal	**One word from the department, and direct sending stops within the minute; reminders go back to being drafts to approve**

Equal treatment between payers — and how it is proved

Rule	Before	With the mandate
What triggers a reminder	**The week's workload**	**The age of the receivable, under the same rule for everyone**

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Rule	Before	With the mandate
Trace	Letter filed in the record	**Log: who was chased, when, on what grounds**
Time to first reminder	Six weeks after the close	**Fifteen days after the due date**

The trial quarter, with each draft approved one by one

Measure	Value	Action taken
Amicable reminders prepared	**612**	Each reviewed before sending
Collected	**€68,000**	**Out of the €214,000 lying dormant**
Payers calling to ask for a payment plan	**41**	**The 41 files handed over measured within four hours — the decision stays with the competent body**

> **A written mandate, capped, dated and withdrawable in one word is not a precaution: it is what makes it possible to say yes.** The department does not choose between reviewing six hundred letters and signing a blank cheque.

For the authority to settle

Date the mandate is signed and date of the three-month review: _____

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