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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€39,600 outstanding, of which €24,156 still to chase · fictional document

Fictional document — demonstration example

This document is produced by the Blue Lemon Agent website to illustrate what an AI agent hands to its users. The companies, matters, amounts and people in it are invented. It has no legal, accounting or commercial value.

Fictional document, produced for the demonstration. **Mandate in the sense of an authorisation given to the agent. The agent touches no money: the reminder carries the payment route and the number to call; taking the payment remains the revenue manager's act, or the portal's.**

The statement of arrears — what decides

Measure	Value	Reading
Unsettled receivables	**1,480**	Over three financial years, four offices
Total amount	**€39,600**	—
On families the reminders have not yet reached	**€24,156 — 61 %**	**This is not a recovery failure: it is a sum never claimed**

Measure	Value	Reading
Receivables below €90	214, for €12,340	Amounts a family settles without difficulty when told in time — that is what a first reminder achieves

The mandate, in six lines

Clause	Content
Scope	First-stage amicable reminders, on receivables below €150, and nothing else. Above that, a second reminder, or a family supported by the municipal social action centre: the letter is handed over written, and the revenue manager sends it
No decision on the receivable	No waiver, no write-off, no instalment plan granted — the council or the public accountant depending on the case, with the measured, documented file ready to present
No handling of money	The reminder carries the online payment route and the number to call; taking the payment remains the revenue manager's act
Items carried on every reminder	Nature of the revenue, period, amount, adopted rate that founds it, number to call to contest it
Next-day control	Daily statement of the reminders sent the day before, on one page
Duration and withdrawal	Review at three months; without an explicit decision, the mandate stops. One word from the revenue manager, and sending stops within the minute

Equal treatment between users — and how it is proved

Rule	Before	With the mandate

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What triggers a reminder	**The week's workload**	**The age of the receivable, under the same rule for every family**
Trace	No column in the file	**Log: who was chased, when, for how much**
Families still without a reminder	**61 % of the amount outstanding**	**All followed up, under the same rule**

The time this shifts

Item	Share of the time to handle an overdue receivable	In minutes	Annual volume	Time returned
Amicable reminder to a user	**40 % → 10 %**	**12 min → 3 min**	**980**	**147 hours**

The trial quarter, with each draft approved one by one

Measure	Value	Action taken
Amicable reminders prepared	**386**	Each reviewed before sending
Collected	**€9,840**	**Through the portal or at the counter — never by the agent**
Families asking for instalments	**22**	**The 22 files handed over measured within four hours — the decision stays with the public accountant or the council**

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

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For the authority to settle

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

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https://bluelemonagent.ai/en/secteur-public/metiers/agent-ia-regisseur-recettes

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