REMINDER BILLING SPECIAL INSTRUCTIONS FORM

FOR SETTING REMINDER BILL DOLLAR LIMITS, CANCELLING AND RE-INSTATING

WARNING! If your firm **does not subscribe** to Reminder Billing, all entries recorded on this form will reject. Call Customer Service at 1-800-733-9933 to subscribe and to inquire about the current price of this feature.

Do not use this original form. Photocopy this page, fill it out and send it to **InterBill** along with your other data.

You will receive Reminder Billing Statements in addition to your regular statements for all of your files with overdue balances and current entries. You will receive only Reminder Billing Statements for files with overdue balances and no current entries. You may override these conditions on a file by file basis utilizing the Reminder Billing Special Instructions below:

1. Print today's date and your firm number.
2. To **prevent** a Reminder Billing message from printing when the balance of a file **goes below a dollar amount**, print the **file number** in the File Number Column and the **dollar amount in the Dollar Limit Column**. Use the same instructions to change an established Dollar Limit.

   If you want to **remove the Dollar Limit established** in order to have a Reminder Billing Message print regardless of the file balance, print the **file number** in the File Number Column and print a **zero in the Dollar Limit Column**.
3. To **cancel** Reminder Billing on a file, print the **file number** in the File Number Column and an **"X" in the Cancel Column**.
4. To **re-instate** Reminder Billing on a file, print the **file number** in the File Number Column and an **"X" in the Re-instate Column**.

   If you want a Reminder Billing Message to print regardless of the file balance, leave the Dollar Limit Column blank or follow the instructions in item 2 to re-establish a Dollar Limit when re-instating a file.

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FIRM # _____

FILE #	CANCEL	RE-INSTATE	DOLLAR LIMIT
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