

**Receivable Template**

**Important Notes:**

*\*Column for X days will show the days after the due date that needs to be considered while making next business with that client.*

*\*X 30 shows that the payment was made after one month of due date that demands justification from client.*

*\* Probability column will show the probability of recovery of payment from that client*

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Signed By

**Company Name**

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| Client’s Name**Client’s ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Address:** |  | **Email:** |  | **Phone** |  |
| **Products Name** | **Balance Due for Month 1** | **Balance Due for Month 2** | **Balance Due for Month 3** | **Balance Due for Month 4** | **X Days** | **X 30** | **Probability** | **Notes** |
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**Receivable Chart**