



## Billing & Remittance Procedures

In the near future, Baker, Govern & Baker will begin to clear your customers' checks through our client trust account. Our standard process is to net out or "offset" any monies due each other.

If Baker, Govern & Baker receives a check for \$100 from an account placed by your company and confirmed at 33.33%, Baker, Govern & Baker would owe you \$66.67. If during the same period you received a check from another account placed (also at 33.3%) for \$150 you would owe Baker, Govern & Baker \$50. We would not bill you for the \$50 your company owes us. Baker, Govern & Baker would then forward a check in the amount of \$16.67 along with an accompanying statement listing the accounts, amounts collected, and due each other.



### *Sample Statement / Invoices for Services*

EXAMPLE:	Received By	Collected	Due Client	Due BGB
	BGB	\$100.00	\$ 66.67	\$ 33.33
	Client	\$150.00	\$ -	\$ 50.00
	Totals		\$ 66.67	\$ 83.33
	<b>Net Due Client</b>			<b>\$ 16.67</b>

- ✓ In an effort to assist you in applying recovered monies, underneath each account listed on the statement will be a invoice or freight bill number to which this payment applies, if the information is provided to Baker, Govern & Baker by our client or the debtor. "On Accounts" checks from installment accounts will be applied beginning with oldest to most current invoices.

Throughout the years, almost all of our clients have found this method efficient and easy to manage. If you have any questions whatsoever or would like to discuss any alternative procedures, please call your business account manager directly at (800) 284-0100. We look forward to working with you in a problem free and mutually beneficial business relationship.