

Cliff Dressel

Clerk of Court
St. Mary Parish
P. O. Drawer 1231

Franklin, Louisiana 70538-1231
Phone: (337) 828-4100 Ext. 200

Jane C. Pilant
Chief Deputy

Fax:
(337) 828-2509

TO: ACCOUNTS PAYABLE CLERK

FROM: CLIFF DRESSEL, CLERK OF COURT

REGARD: APPLICATION FOR CHARGE ACCOUNT

As per your request to establish a charge account with our office, we ask that you read the attached Application for Charge Account form, supply the needed information and return the completed form to us.

Please be reminded that we extend credit with the understanding that each invoice will be paid upon receipt or full payment of the monthly statement. Each month a statement itemizing each unpaid individual invoice is generated and mailed. This statement should be checked against the individual invoices you received during the month and the total amount due shown on the statement paid within 30 days.

Your signature on the new application form is your agreement to abide by our payment schedule. If your account is not paid in full within 30 days, we will close the account and all future activity with our office will be on a cash basis only.

I appreciate your understanding that this office operates just like any other business entity. It is necessary that we collect those fees charged for the work we do in a timely manner. The vast majority of our accounts are paid timely and if you are one of those accounts we sincerely appreciate your cooperation.

If you have any questions in regard to this letter, please let me know.

Sincerely,

Cliff Dressel

Cliff Dressel, Clerk of Court

Type or print only

CLIFF DRESSEL
CLERK OF COURT, ST. MARY PARISH

APPLICATION FOR CHARGE ACCOUNT

Date: _____

Account Name: _____

Mailing Address: _____

City, State, Zip: _____

Physical Address: _____

City, State, Zip: _____

Phone: (____) _____

Fax: (____) _____

E-Mail: _____

Type of Business: _____

Persons Authorized to Charge: _____

Individual invoices are prepared and mailed along with recordation receipts, copies, etc. The invoice will be directed to the attention of the person making the request for filings, copies, etc. For firms with multiple individuals requesting service from our office, please have them direct all invoices to your accounts payable department to that invoices can be checked against the monthly statement.

I understand that the account that I have applied for is a thirty (30) day open account. A monthly statement will be sent to me, listing all charges and payments made during the respective month. I understand that upon receiving this statement, the total amount shown is immediately due. I further understand that the law make no provision for open account. R. S. 13:845 provided that all fees to the Clerk of Court, be paid cash. However, I understand that as a courtesy and convenience to me, the St. Mary Parish Clerk of Court is allowing me the privilege of paying on a thirty (30) day basis. I further understand that upon failure to make said payment, the account will be closed and collection proceedings instituted.

Signature of Applicant

Mail Completed Application to:
Clerk of Court, St. Mary Parish
P. O. Drawer 1231
Franklin, LA 70538

Clerk's Use only below this line.

Approved by: _____

Date: _____

Account Number: _____