I wanted to share an email template I use when I am at my last straw trying to collect from attorneys who just will not pay the bill.  The template is client specific so you would definitely need to edit for your circumstances and audience, but I feel the last paragraph confidently defines the actions I WOULD take if the account is not brought current.

AS WITH ANY ULTIMATUM, BE PREPARED THAT YOU MIGHT LOSE THE CLIENT AND THE BILLING ALTOGETHER.  I have not used this often and I don't use it prior to 60 days past due and only unless there has been no contact or attempt to discuss.

Feel free to edit, adapt, use or discard for your business purposes as well.

Mr. ATTORNEY & ATTORNEY'S ASSISTANT ...

It has been 58 days since any response or contact was made with my company, and over 70 days since work was completed on your case.

The invoice was due prior to the start of work but due to YOUR ASSISTANT'S insistence that each step be validated internally, the invoice was issued on 9/20/2021, specifically following your budget and your instruction.

It was viewed on 9/20 and the reminder sent on 10/8 was viewed as well.  So I am aware that the invoice has been received and viewed and has been acknowledged.

It was clearly defined to YOUR ASSISTANT that payment was due upon receipt, since I trusted your company and provided services outside of our normal agreement as on previous cases.  It is also noted clearly in the invoice that payment is due upon receipt.

I am a small business and my invoices are critical to the operation of my business.  I extended professional courtesy and business credit by securing PI's in the field for you and paying them their wages.  I cannot assist with any support or decisions if you do not respond or contact me.  If the invoice is not paid in full by today, Friday, October 15, 2021, I will continue to attempt to collect the original invoice but will apply a 25% Late Fee to the full balance, bringing the balance owed to $653.75. This escalation will continue every 10 days moving forward if the invoice is not paid in full.  This non-payment will be reported to all agencies and organizations that have an interest in promoting business integrity among its members, including the Better Business Bureau, the Texas Secretary of State, The State Bar Association, Harris, Galveston and Bexar County Bar Associations and appropriate legal authorities and any additional associations to which you are a member and your business integrity may be of concern. I will also contact the court of record in this case and advise of this nonpayment, and have the current outstanding invoice attached to the record.

Please avoid this escalation by paying the outstanding invoice of $523.00 immediately.

I will watch for your payment today.