

Next Action Email Reminders: Next action emails are sent to remind you of the next action pending on your project which could be a lien, bond claim or suit action. In states where the deadline is based on your "last furnishing" date, it is easy to calculate a firm deadline to file. There are some state statutes that the deadline is based on the projects whole completion. Those states make it impossible to provide clients with a firm deadline date. If your material or work is at the beginning of a whole project completion state you would have quite some time to file unlike someone at the end of the construction.

Next action email reminders are sent three weeks prior to what based on your last furnishing date would be your deadline to file. This allows you a week to use the lien or bond claim as leverage to collect from your customer. Another email will be sent two weeks prior to the deadline as "HIGH PRIORITY". If you are not paid and the project's state statute is based on last furnishing date, it would be time to move forward with filing. Below is an example of a next action email reminder that would be sent two weeks prior to your deadline.

Subject: MLBS project *HIGH PRIORITY*** deadline - Project ID: 121373**
Importance: High
MLBS has identified a project with an urgent pending deadline

NACM Project ID: 121347
Your Project Reference #: ABC1475
Project Name: Hanover Street project
Customer Name: Southern Company
Last Furnishing Date: 3/1/2017
A/R Number: 2727

Next Action: Mechanic's Lien - Attorney
*****IMMEDIATE ATTENTION IS REQUIRED!*** This Email was sent: 01/01/2017**

Use the following link to update your project's "service type" to **close file** (if you've been paid), request your Next Action, or **update your first/last furnishing dates for MLBS to reset your Next Action email**. No further action will be taken by MLBS unless you request service or update your furnishings.

https://web.nacm.org/nlbs/main/servicerequest_review.cfm?id=199142&projectID=1213
(link)

Last furnishing dates are used to calculate your next action. On a project where you have continued to ship, simply click the link, click review and update to provide your new date then hit submit changes. This will send the project into a workflow for us to reset your next action based on your edited date.

Should you be paid in full or the balance does not require the next action click the link, click review and update, click edit full request and under the service type drop down box select either of the closed projects listed. MLBS staff would be glad to answer any state or project specific questions you may have. Simply email us back or call the number provided in the email.

NACM Secured Transaction Services (410) 740-5560