

Efficient Credit Management

- Send invoices to clients and follow up with an email to confirm the invoice payment date.
- If there is no response to your email, call the client and confirm the payment date.
- Make sure they know how and when to pay you.

Effective Credit Control

7 days after the unpaid invoice falls due - call or email to chase payment.



If payment still isn't made 14 days after the due date – escalate the matter to management to call or email to chase. Make them realise you're serious about getting paid.



If payment still isn't made 21 days after the due date – send a written request for immediate payment.



If after 28 days the invoice remains unpaid – send a solicitor's Letter Before Action which gives 14 days to make payment.



If the invoice is still not paid 6 weeks after the due - issue court proceedings.