

## Invoicing checklist

**When it comes to getting paid on time, a business's invoice and invoicing procedure can play a major role.**

Unfortunately, though, we often find that this is where many companies fall short, handing the initiative to their customers and often giving them an excuse to delay payment beyond agreed terms.

To ensure your invoicing process is as efficient as possible, we've created this invoice checklist for your credit control team to follow:

### Invoice template

Are your payment terms clearly stated?

Have you detailed all acceptable payment methods?

Are your contact details in a prominent position?

Have you referred to your late payment procedure?

### Invoice details

Is it addressed to the right person?

Have you included a reference number?

Have you specified a payment date?

Have you provided a detailed description of the goods or services supplied?

Have you provided an IBAN code?

### Before you send it

Are all the figures correct?

Have you proof-read it?

Do you have a back-up?

### After you send it

Have you followed up with a courtesy call?

Have you kept in touch throughout the credit period?

Did you say thank you?