

## How to Minimise Debt Recovery

### 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.



**14 days after invoice due date** – make a second call or email to chase payment.



**21 days after invoice due date** – send a letter to request for immediate payment.



**28 days after invoice due date** – if you have had no response and the invoice remains unpaid, instruct a solicitor to send a Letter Before Action which gives 14 days to make payment. After which, court proceedings should be issued.