

# Getting Paid Faster Checklist

The habits that shrink the gap between finishing work and getting paid.

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## Before You Invoice

- ☐ Confirm the scope and price match what was agreed
- ☐ Get the correct billing contact and email
- ☐ Set clear payment terms in writing before starting

## On the Invoice

- ☐ Use a clear invoice number and issue date
- ☐ List the payment methods you accept
- ☐ State the due date, not just "Net 30"
- ☐ Add a late fee clause if you use one

## After You Send It

- ☐ Send a friendly confirmation the invoice arrived
- ☐ Calendar a reminder for 3 days before it's due
- ☐ Follow up same-day if payment is late

## If It's Overdue

- ☐ Send a polite reminder at 7 days late
- ☐ Send a firmer reminder at 15 days late
- ☐ Call the client directly at 30 days late
- ☐ Know your last-resort options (late fees, collections, pausing work)