LUXE

BOOKKEEPING AND INVOICING · FREE RESOURCE

Invoicing & Getting Paid Checklist

Finish the job, then get paid for it

Every invoice should include

- ☐ Your business name, address and contact info.
- ☐ Customer name and service address.
- ☐ Date of service and a clear description of the work.
- ☐ Amount due, due date and accepted payment methods.
- ☐ A unique invoice number.

Habits that speed up payment

- ☐ Send the invoice the same day the job is finished.
- ☐ Offer an easy online payment option.
- ☐ Send a polite reminder a few days before the due date.
- ☐ Follow up promptly and keep notes of each contact.

Review weekly

- ☐ Which invoices are open and how old are they?
- ☐ Which customers regularly pay late?

Need help? Book a free call: calendar.app.google/3TD6a9ZGWQGfCz6C8 · hello@luxebookkeepinggroup.com · 602-679-4504

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