

How to Maximise Working Capital

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 is not made 14 days after invoice due date – escalate the matter to management level to call or email to chase payment.



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



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