BUSINESS ADVISORY LAUNCH PROGRAMME · INVOICE AND GET PAID

Get-paid toolkit

The invoice terms and chase sequence that get you paid, and the milestone that closes the launch.

01 Invoice to protect cash flow

- [ ] Clear due date, payment method, and a professional presentation.
- [ ] A deposit up front and the balance on delivery, or staged payments for larger work.

02 Chase without drama

- [ ] A friendly reminder before and on the due date.
- [ ] A simple, unapologetic escalation for anything overdue.

03 Close the loop

- [ ] Confirm receipt and thank the client.
- [ ] Offer the next step: a retainer or an implementation phase.
- [ ] Ask for a review and an introduction. First engagement delivered and paid: milestone reached.

PREFER THIS DONE FOR YOU?

Want billing and follow-up systematised?

It's one of the things we build — hand it over and skip the DIY. · digitalroyalty.co.uk

Talk to us