HR CONSULTANCY LAUNCH PROGRAMME · BILL AND GET PAID (THE LAUNCH MILESTONE)

Invoice, payment and milestone kit

The finish line of your first 90 days. Raise the invoice, get paid, ask for a review, and log the milestone: the first client's work delivered and paid.

01 Raise and send the invoice

From your accounting setup (Module 2), on the terms you agreed at onboarding.

- [ ] Raise a clear invoice on the agreed terms, itemising the work.
- [ ] Send it promptly on delivery, or per the agreed milestones.
- [ ] Put the payment method and due date on the invoice.

02 Chase, politely and on a system

- [ ] Have a set sequence for overdue invoices, so chasing is routine, not personal.
- [ ] Send a polite reminder on the due date, then follow up on a fixed schedule.

03 Close the loop

- [ ] Ask for a review at this high point (Module 8).
- [ ] Log the delivered engagement in your own records.

04 The milestone

This is the milestone the whole programme drives at.

- [ ] The first client's work is delivered.
- [ ] The invoice is raised and the payment has landed.
- [ ] Delivered and paid: milestone reached.

PREFER THIS DONE FOR YOU?

Ready to hand the build over and focus on clients?

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

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