LAW FIRM LAUNCH PROGRAMME · BILL FOR YOUR WORK

A bill that gets paid

Make each bill clear, prompt and compliant, so it settles instead of stalling.

01 Make the bill clear

A client pays a bill they understand and queries one they don't.

- [ ] State what you did and the basis of the charge you agreed.
- [ ] List disbursements separately from your fees.
- [ ] Show whether VAT applies, and at what rate.
- [ ] On a longer matter, send interim bills so there is no single large surprise at the end.

02 Set the terms and chase

Billing early and chasing on time is most of getting paid.

- [ ] Put clear payment terms on every bill.
- [ ] Send the bill the day the work completes, not weeks later.
- [ ] Chase politely the day payment falls due.
- [ ] Watch your aged debt, and flag anything past ninety days.
- [ ] Where non-payment is a real risk, agree money on account up front.

03 Stay inside the rules

Billing and client money are regulated. Treat this as a signpost, not advice.

- [ ] Follow the current SRA Accounts Rules for billing and client money.
- [ ] Keep client money in the client account, and only transfer once you have properly billed.
- [ ] When in doubt, check the rules or take advice, not this page.

PREFER THIS DONE FOR YOU?

Want billing wired into your practice systems?

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

Talk to us