

Checklist

7 ways to get paid faster

- Invoice immediately**
Send invoices as soon as work is completed to avoid delays in payment.
- Adjust invoice timing**
Align your billing cycle with your work schedule (e.g., weekly, fortnightly, or at key milestones for long-term projects).
- Shorten payment terms**
Where possible, reduce payment terms to 7 or 14 days instead of 30+.
- Ensure invoices are correct and compliant**
Double-check details like due dates, reference numbers, ABN, and payment options.
- Automate invoicing and reminders**
Use invoicing software to automatically send invoices and follow-up messages.
- Offer multiple payment options**
Accept credit cards, bank transfers, and digital payments to make it easier for customers to pay.
- Follow up on overdue invoices**
Regularly review outstanding payments and reach out early to resolve issues before they escalate.

