



Accounts Receivable Best Practices

1. Call prior to sending an invoice to confirm the correct information.
2. Have clients sign a payment authorization form prior to doing work that allows you to generate payments on invoices.
3. Have ways to pay easily on the invoice, button to pay, or ACH information.

Accounts Receivable Collections Schedule Example

- 1 day past due send reminder e-mail
- 5 days past due, call and ask when payment will be made.
- 10 days past due, call again, take a payment method on the phone, stop any additional work.
- 20 days past due, work out a payment plan.
- 30 days if no response, send to collections.