

Invoice Chasing Scripts

Tip: state payment terms on every invoice. For business customers, the Late Payment of Commercial Debts (Interest) Act 1998 lets you claim statutory interest and fixed compensation on late invoices; check GOV.UK before using it.

Day 1 overdue (friendly)

Subject: Invoice [number] now due

Hi [name], a quick reminder that invoice [number] for £[amount] was due on [date]. Here is the link/bank details again: [details]. If it has already gone, thank you and please ignore this.

Day 7 overdue (firm)

Subject: Invoice [number]: 7 days overdue

Hi [name], invoice [number] for £[amount] is now 7 days overdue. Please could you confirm when payment will be made? If there is a problem with the invoice, let me know and I will sort it.

Day 21 overdue (final)

Subject: Final reminder: invoice [number]

Hi [name], invoice [number] for £[amount] is now 21 days overdue. Please pay by [date]. If it remains unpaid I may need to add statutory late-payment interest and compensation, or take further steps. I would much rather resolve it with you directly.