TEMPLATES

Three invoice reminders you can copy

Late payment is rarely fixed by waiting. Send these in order, replace the brackets, and keep every message in one email thread so there is a record.

1. The day after it's due

FRIENDLY

Subject: Invoice [number] for [campaign]
Hi [Name], following up on invoice [number] for [campaign], due [date]. Could you confirm when payment will go out? I'm happy to resend the invoice if it helps.
Thanks, [Your name]

2. One week later

CLEAR

Subject: Following up: invoice [number]
Hi [Name], checking in again on invoice [number], which was due [date]. Could you let me know the status? I've copied [finance contact] in case it's easier to route it to them.
Thanks, [Your name]

3. Two weeks later

FIRM

Subject: Payment date for invoice [number]
Hi [Name], invoice [number] is now [number of days] days past due. Could you confirm in writing the date it will be paid? Once I have that I'll plan around it.
Thanks, [Your name]

Invoice on posting day

Send it the day the content goes live, with the due date on it.

Calendar the due date

Set a reminder so the first follow-up goes out on time.

Check for a late fee

If your contract has one, mention it in the third email.

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