

Unpaid invoice consultation checklist

Clear records help us assess your options.

Gather the records you already hold. A complete file is helpful, but you do not need every item before contacting us. Mention any urgent date or concern promptly.

- ☐ **Who owes the money?**
Debtor's correct legal name, company details if known, contact details and the party that placed the order.
- ☐ **What was agreed?**
Signed agreement, accepted quote, purchase order, terms and any later changes.
- ☐ **What remains unpaid?**
Invoices, agreed due dates, account statement, payments received and credits or adjustments.
- ☐ **What work or goods were supplied?**
Delivery notes, signed acceptance, job sheets and relevant records showing performance.
- ☐ **What has been said?**
Payment reminders, replies, complaints, disputed items, promises to pay and any settlement proposals.
- ☐ **Is there existing security?**
Any suretyship, acknowledgement of debt, security agreement, court order or previous legal correspondence you already hold.
- ☐ **What outcome matters to your business?**
Your preferred outcome, relationship concerns and practical budget considerations. Separate confirmed facts from assumptions.

Before sending documents

Start with a brief enquiry. Ask the firm how to submit records securely after conflict checks. Do not put client documents or confidential dispute details in social comments or marketing tools.

Request a consultation

044 873 5067 | office@bezlaw.co.za

www.bezlaw.co.za/contact-us

In "Where did you find us?", mention: Unpaid invoices campaign.