

Invoice finance preparation checklist

Use this before discussing factoring, discounting or selective invoice funding.

03

PREPARATION AREAS

13

PRACTICAL POINTS

Secure

DOCUMENT ROUTE

1

Before you contact us

4 POINTS TO PREPARE

- ☐ Know the funding amount or range you want to discuss.
- ☐ Explain what the cash is needed for.
- ☐ Know your deadline and whether it is flexible.
- ☐ Keep company, director and contact details ready.

2

Invoice and ledger evidence

5 POINTS TO PREPARE

- ☐ Average monthly invoicing level.
- ☐ Latest aged-debtor report.
- ☐ Recent sample invoices and credit notes.
- ☐ Customer names, payment terms and expected payment dates.
- ☐ Evidence that goods or services have been delivered.

3

Commercial context

4 POINTS TO PREPARE

- ☐ Why working capital is needed.
- ☐ Customer concentration and largest debtor percentages.
- ☐ Existing finance or security arrangements.
- ☐ Known disputes, offsets or late-payment patterns.



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020 3239 0699

INFO@CASHBOOKFINANCE.CO.UK

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