Invoice finance preparation checklist

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

03	13	SECURE
PREPARATION AREAS	PRACTICAL POINTS	DOCUMENT ROUTE

01 Before you contact us

- 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.

4 POINTS TO PREPARE

02 Invoice and ledger evidence

- 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.

5 POINTS TO PREPARE

03 Commercial context

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

4 POINTS TO PREPARE

i **Use the confirmed secure Cashbook route for sensitive documents.**
Do not send identity documents or bank information to an unverified email address.

Start with a direct conversation - no obligation either way.
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