CREDIT CONTROL POLICY

The aim of this Credit Control Policy is to set out the internal process for Glaisyers Solicitors LLP regarding payment terms for customers, the guidelines relating to the extension of credit and steps to take when a customer fails to pay in line with terms and conditions.

This policy covers all work undertaken by Glaisyers Solicitors LLP.

BEFORE COMMENCEMENT OF WORK

Prior to commencement of work to be undertaken, the appropriate credit checks will be made. Where we may choose to extend credit to a client, the following applies:

- Credit score of lower than £500 no credit will be offered
- Credit score between £5000 and £10000. Credit will be offered up to a limit of £5000
- Credit score over £10000. Credit will be offered up to a limit of £10000

ON CONCLUSION OF WORK

All invoices will be raised through our accounting system, on ALB.
The raising of an invoice will be within 1 day of the conclusion of work undertaken, and the client will have 30 days to pay the amount due before it becomes overdue.
We accept the following methods of payment:

1. Bank Transfer
2. Cheque
3. Credit or Debit Card
4. Online Payments

POST CONCLUSION OF WORK

Where a customer fails to pay the amount owed within the terms and conditions stipulated prior to the work being undertaken, these procedures will be followed. **Please also note our Terms & Conditions of Sale.**

TERMS & CONDITIONS OF SALE

If any invoiced amount is not received by us, by the mentioned due date, without limiting company's rights, the following will be applicable.

Those charges may accrue late payment interest @ 8% of the outstanding balance per week, or the maximum rate permitted by the law, whichever is lower.

We may condition future contract renewals/service renewals or suspend our services to the client until such amount is paid in full.

After appropriate dialogue with the client, we must reserve our right to take Court action to recover unpaid fees as necessary.

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