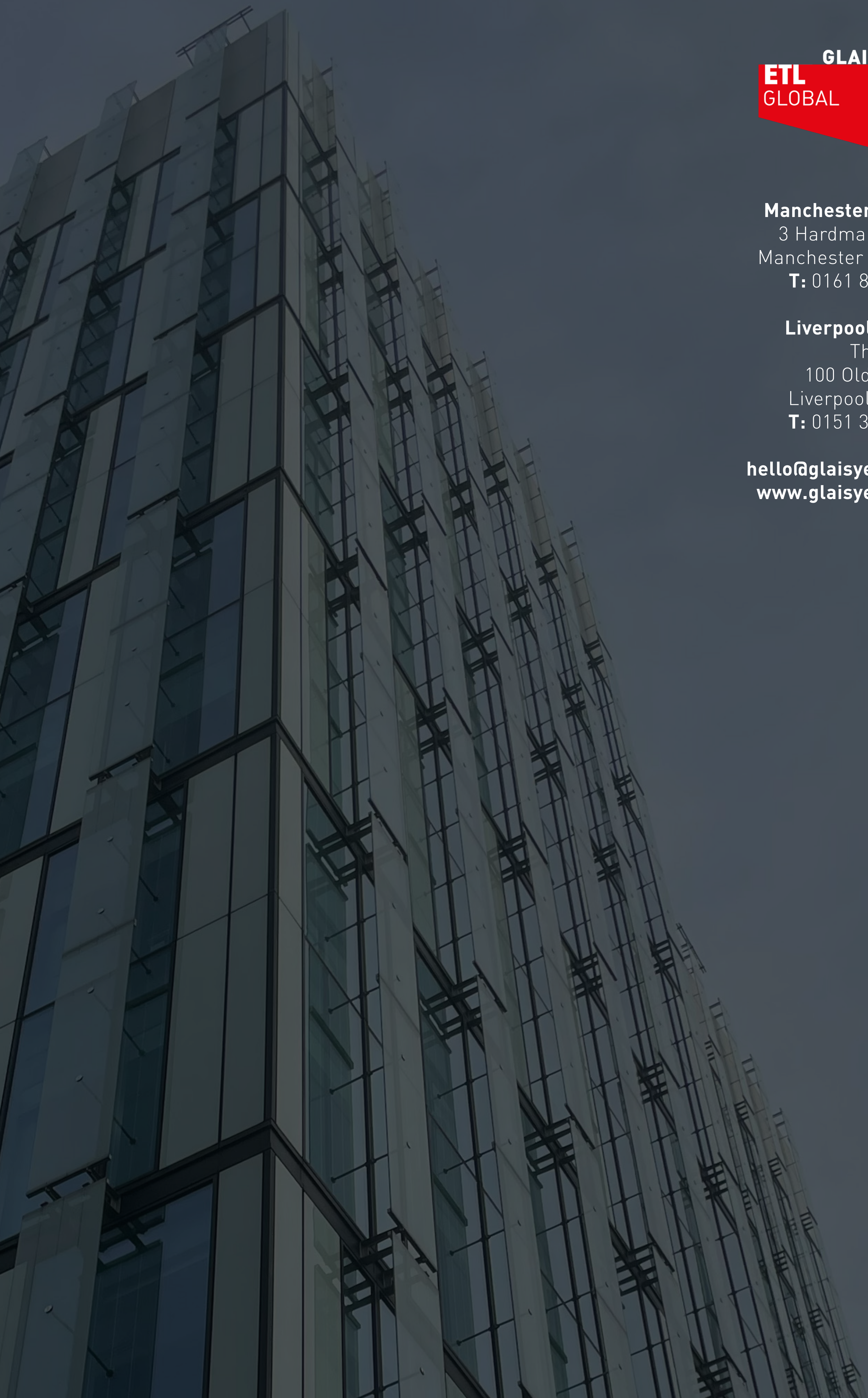
# CLIENT CONTACT INFORMATION

Following this process can and will assist the prompt payment of invoices and helps reduce any "excuses" not to pay on time. Good admin leads to good cash flow. We require:

1. Full trading name, address of Business and Company Registration Number;
2. Landlines where possible and best email address for sending Invoices and Statements;
3. Mobile number and email address for best contact information if no landline;
4. Accounts Payable/Bill Payer contact details to include a phone number and email address along with best contact details for the person who authorizes payments (if possible)
5. Pro-actively putting clients on "Stop" as and when necessary if older invoices remain unpaid.
6. Billing on time;
7. Ensure where a client file already exists that new Matters are added to current client file and refrain from creating new Client files. This will assist with identifying exposure levels and any non-payers.
8. Good "Front End Admin" – Contact details etc. to assist with cash collection when payment is late.



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