

Before You Send: Unpaid Invoice Checklist

The checks that keep an invoice demand strong and outside the debt-collector rules

Run this list before you send the demand letter, and keep it with the invoice. It pairs with the Past-Due Invoice Demand Letter form. Full guide:
clearlegaltips.com/unpaid-invoice-demand-letter/

GET THE FACTS STRAIGHT

- ☐ The amount demanded matches the invoice to the dollar, with nothing padded
- ☐ You can name the invoice number, the invoice date, and the PO number if there was one
- ☐ Any late fee or interest is written into your contract or invoice terms, not added after the fact
- ☐ The invoice is inside your state's statute of limitations (California: 4 years written, 2 years oral)
- ☐ You are collecting your own invoice, which keeps you outside the federal debt-collector rules

WRITE IT RIGHT

- ☐ The letter names the parties, the invoice, the amount, and a firm calendar pay-by date
- ☐ A reconciliation line asks the client to flag any payment, short-pay, or dispute by a date
- ☐ The consequence line is a calm statement of the next step, not a threat
- ☐ The amount is within the small claims limit for any court you name (for example, CA \$12,500, TX \$20,000, NY to \$10,000, FL \$8,000, WA \$10,000)
- ☐ Proof is attached: the invoice, the contract or sign-off, and prior reminders

SEND IT WITH PROOF

- ☐ Delivered a way that leaves proof: USPS Certified Mail (\$5.55 plus postage) with a delivery record
- ☐ A plain copy emailed the same day so it cannot be called never received
- ☐ The letter and every delivery record are saved with the invoice

AFTER IT LANDS

- ☐ The pay-by date is on your calendar
- ☐ A firmer final notice is ready in case the date passes unpaid
- ☐ You know your state's small claims filing steps and fee for the next move

INSTRUCTIONS FOR USE

This checklist is general information, not legal advice. An unpaid invoice demand letter works when three things are true: the amount is right and provable, the tone stays civil, and you can show you delivered it. If the money still does not come, escalate in order, a final notice and then a small claims filing within your state's limit, and mind the statute of limitations the whole way. The full guide, the state limits, and official sources are at clearlegaltips.com/unpaid-invoice-demand-letter/