**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# Invoice Tracker

*Knowing exactly who owes what: every invoice tracked from issue to payment, with overdue items visible at a glance.*

| | |
|---|---|
| **Document** | Invoice Tracker |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Version** | 2.0 |
| **Date** | **[DD Month YYYY]** |
| **Review date** | **[DD Month YYYY]** |

| Company | Finance contact | Period | Total outstanding | Total overdue |
|---|---|---|---|---|
| [Company name] | [Finance contact] | [Period] | [Amount] | [Amount] |

## Invoice register

| Invoice no. | Date issued | Description | Reference | Client | Amount | Tax | Total | Due date | Status |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

## [Company name]

| Invoice no. | Date issued | Description | Reference | Client | Amount | Tax | Total | Due date | Status |
|---|---|---|---|---|---|---|---|---|---|
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## Client and payment details

| Invoice no. | Client | Contact person | Billing address | Date paid | Amount paid | Balance remaining |
|---|---|---|---|---|---|---|
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# [Company name]

| Invoice no. | Client | Contact person | Billing address | Date paid | Amount paid | Balance remaining |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

## Overdue follow-up

| Invoice no. | Client | Days overdue | Chase date | Chase method | Escalated to |
|---|---|---|---|---|---|
| | | | | | [Overdue escalation contact] |
| | | | | | |
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**[Company name]**

## Checklist

| Done | Check |
|---|---|
| | Every invoice issued is on the tracker with a client, amount, and due date. |
| | Payments are matched to invoices the day they arrive. |
| | Overdue invoices are chased on schedule and escalated to **[Overdue escalation contact]** when due. |