Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
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Company	Finance contact	Period	Total outstanding	Total overdue
Ashford Business Services Ltd	Finance contact	November 2026	£45.00	£120.00

Invoice register

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

Ashford Business Services Ltd

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

Client and payment details

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

Ashford Business Services Ltd

Overdue follow-up

Invoice no.	Client	Days overdue	Chase date	Chase method	Escalated to
					Overdue escalation contact

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.

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