



# NON PAYMENT POLICY

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## **All Invoices To Private Individuals:**

- 1) Invoices will be payable within 7 days.
- 2) A reminder will be issued if the invoice remains outstanding after 14 days.
- 3) A final reminder will be issued if the invoice remains outstanding at 30 days.
- 4) County Court action will be taken if an invoice remains outstanding after 45 days.

## **All Invoices To Companies:**

- 1) Invoices will be payable within 30 days.
- 2) A reminder will be issued if the invoice remains outstanding after 45 days.
- 3) A final reminder will be issued if the invoice remains outstanding at 60 days.
- 4) County Court action will be taken if an invoice remains outstanding after 75 days.