



Late Payment Policy

Purpose: Ensure the efficient and effective management of Swimming Otago's cash flow

Policy: **Outstanding monies, twenty-eight (28) days from date of invoice, will incur a one hundred dollar (\$100.00) late payment fee**

Process:

- Initial invoice is raised and emailed to the customer
- Payment of an invoice is due seven (7) days from invoice date
- Outstanding invoice reminders are automatic emailed at fourteen (14), twenty-one (21) and twenty-eight (28) days from original invoice date
- Late payment fee of one hundred dollars (\$100.00) will be added to original invoice and reissued to the customer
- Statements emailed on the last day of each month

Responsible: Support Officer
Reports to: Swimming Otago Board