

## **BDA Tool Seven — Preparatory meditation and writing for conference registrants:**

Please read BDA Tool Seven in the BDA Tools pamphlet, then spend 15-20 minutes meditating on the details below. Are you willing to support your solvency by both paying and requesting money on time?

*BDA Tool Seven: “We pay our bills and invoice our clients promptly.”*

Paying our bills on-time is a straightforward intention and action, supporting our ongoing solvency. In BDA we talk of paying our bills on agreed-upon terms and agreed-upon terms may sometimes include an extension or a renegotiated payment plan. We would not consider this kind of renegotiation a lapse in solvency. To delay or defer payments without communication with our vendors, however, would strike us as a DA or BDA slip, if not the beginning of a full-on relapse.

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Moving on to invoicing our clients promptly, we first want to point out that this action is a direct support to our solvency. To delay or procrastinate client billings is to risk not having the money we’ve already earned in our possession at the time we need it. How many times will our cash flow slow down or dry up, because of poor billing habits, before we have to debt, in one way or another, to “bridge the gap” while we wait for our money?

Billing promptly is also a signal to our clients that we are professional and that we do what we say we will. The next BDA Tool is written letters of agreement, and most agreements include billing terms and late payments (and late or poor work) are promised to cause consequences. If we fail to bill on-time, we are likely in breach of our customer expectations, both written and verbal. Collecting for our work on-time shows our clients and our Higher Power that we value ourselves, our products and / or services, and our relationships with them.

The best and most practical reason for invoicing promptly: The longer we delay billing and collecting, the less likely we are to collect the money we’re owed. One source found online claimed that an invoice that is 90 days past due has only a 73% chance of successful collection, while an invoice that is six months past due has only a 44% chance of collection, and an invoice that goes unpaid for over a year has only a 25.3% chance of collection. We’ve provided a graphic representation below. Invoicing late feels like high-risk behavior to us, and something we might desire to change as quickly as possible.

