SAMPLE AUDIT / FICTIONAL DATA

Invoice Follow-Up Audit

Meridian Creative | Prepared by HoldClear | Example deliverable

Purpose	Identify why invoices stall, assign ownership, and propose a repeatable readiness and follow-up sequence without replacing the accounting system.

$12,600	19 days	5	3
SAMPLE OVERDUE BALANCE	MEDIAN DELAY	HISTORIES REVIEWED	UPSTREAM BLOCKERS

Executive finding

Meridian's accounting software knows which invoices are late. The operating gap is what happens next. Some invoices are not payment-ready, reminder timing varies by client, and ownership shifts between delivery, finance, and the founder.

This sample recommends an invoice-readiness gate, a named owner, staged messages, and a deliberate handoff to professional escalation when appropriate. All balances and histories are fictional.

READY > **TRACK** > **NUDGE** > **RESOLVE**

SAMPLE FINDINGS

Why the invoices stalled

Five fictional histories illustrate how the audit separates a late payer from an invoice that cannot yet be paid cleanly.

Invoice	Balance	Age	Observed blocker	Recommended next action
MC-1048 / Atlas Retail	$4,800	45d	Generic reminders ignored; no escalation owner	Founder-approved firm message + call date
MC-1054 / Harbor Goods	$3,200	28d	Client disputes an unapproved rush fee	Resolve evidence before another reminder
MC-1061 / Mason Home	$2,100	17d	Invoice went to the project contact, not AP	Correct recipient and reset due confirmation
MC-1068 / Grove Labs	$1,600	9d	No reminder was scheduled	Send stage-one message and assign owner
MC-1070 / Bright Foods	$900	4d	Payment details omitted from PDF	Correct invoice and acknowledge error

Blocker categories

Category	Sample count	What fixes it
Invoice readiness	2 of 5	Correct evidence, recipient, amount, terms, or payment details
Follow-up ownership	2 of 5	One accountable owner and a dated next action
Commercial dispute	1 of 5	Resolve scope or approval evidence before escalation

Priority

Do not send more reminders to an invoice that is not ready. Classify the blocker first, then choose the correct owner and next action.

PROPOSED FOLLOW-UP SYSTEM

A rule for every aging stage

CHECK READY > ASSIGN OWNER > SEND STAGE > SET NEXT DATE

Sample stage matrix

Stage	Trigger	Tone and purpose	Owner	Required next date
Due soon	3 days before	Helpful confirmation: invoice received, details correct	Finance	Due date
Due today	Due date	Neutral reminder with payment details	Finance	+3 business days
Late 1	3 days late	Personal context and direct payment question	Account owner	+4 business days
Late 2	7 days late	Firm date request and blocker classification	Founder / AR	+7 days
Exception	Dispute or silence	Resolve evidence or choose professional escalation	Named owner	Decision date

Invoice-readiness gate

Check	Pass condition
Scope	Invoice matches the written commercial promise and approved changes
Acceptance	Delivery or milestone acceptance evidence is attached or linked
Recipient	Correct AP contact, purchase order, and internal approver are known
Payment	Due date, currency, payment method, and reference are unambiguous
Owner	One person owns the next action until paid or deliberately escalated

Minimum weekly owner view

Client	Balance	Blocker	Last contact	Next action
Atlas Retail	$4,800	Silent	Aug 12	Call Aug 18
Harbor Goods	$3,200	Dispute	Aug 15	Send approval record
Mason Home	$2,100	Wrong recipient	Aug 16	Confirm AP receipt

IMPLEMENTATION MAP

From audit to a live system

Days	Work	Output
1-2	Review tools, five histories, disputes, and current reminders	Blocker and ownership map
3-4	Configure readiness, aging rules, exceptions, and tone	Follow-up playbook
5-6	Process current invoices with the team	Corrected live workflow
7	Train owner and launch weekly view	Handoff + 30-day support

Paid next step

$500 invoice follow-up audit for five anonymized histories. The full amount is credited toward the $1,500 implementation when started within 30 days.

What the real audit requires

Input	Minimum evidence
Invoice history	Five anonymized invoices, dates, reminders, responses, and current status
Commercial evidence	Relevant proposal, SOW, approval, or delivery acceptance
Current workflow	Accounting tool, reminder settings, owners, and exceptions
Boundaries	Client types, relationship constraints, and escalation policy

Important

This document is a demonstration using fictional company data and sample calculations. It is not a client result, payment-recovery guarantee, accounting opinion, collection service, legal demand, or legal advice. Active disputes and professional escalation remain with the client and qualified advisors.

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