



Caistor Town Council

NON PAYMENT POLICY

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.