

AUTOMATIC INVOICE CHASING FOR TRADES

Get paid. Without the awkward chase.

Trade PA chases every unpaid invoice for you. A polite reminder first, then a firmer one, then a formal final notice. **It stops the second you are paid.** You never have to send the "just checking in" text again.

STEP 1 Payment reminder	STEP 2 Second reminder	STEP 3 Final notice	STEP 4 Letter before action
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Built by trades, for trades. Made by a former builder, son of a forty-year electrician, who got tired of chasing his own money. The chasing is run by **Eve, the assistant inside Trade PA.**

Free for 30 days. No card needed.

HOW IT WORKS

Four steps. You lift a finger for none of them.

The day an invoice falls overdue, Trade PA starts chasing from your own email address, in your business name. Each message is more serious than the last. Here is exactly what your customer receives.

Halliday Building to Wilkinson Developments Ltd

EXAMPLE EMAIL

PAYMENT REMINDER

Hi Dave,

I hope you are well. This is a friendly reminder that the following invoice remains outstanding:

Invoice
INV-0231 · due 22 May 2026

£1,840.00

[View & Pay Online →](#)

No login required · pay by card or bank transfer

If payment has already been sent, please disregard this message. If you have any queries, please get in touch.

Many thanks,
Halliday Building

1

The friendly nudge

Goes out the day the invoice falls due. Polite, professional, and easy to pay from with one tap. Most invoices get settled right here.

Sent automatically. From your email.

2

The firm follow-up

A week later, if it is still unpaid. The tone steps up, and it now shows the date you already reminded them. The clock is ticking and they know it.

Every reminder is dated.

Halliday Building to Wilkinson Developments Ltd

EXAMPLE EMAIL

SECOND REMINDER

Hi Dave,

I'm writing to follow up on my previous reminder regarding the outstanding balance below. I would appreciate your prompt attention to this matter.

Invoice
INV-0231 · due 22 May 2026

£1,840.00

You were previously reminded about this invoice on 29 May 2026.

[View & Pay Online →](#)

No login required · pay by card or bank transfer

Please arrange payment at your earliest convenience. If there is an issue with the invoice, please get in touch.

Many thanks,
Halliday Building

The final notice.

Halliday Building to Wilkinson
Developments Ltd

EXAMPLE
EMAIL

FINAL NOTICE

Hi Dave,

Despite previous reminders, the following invoice remains unpaid. Please treat this as a matter of urgency.

Invoice

INV-0231 · due 22 May 2026

£1,840.00

This invoice has already been followed up on 29 May and 5 June 2026.

[View & Pay Online →](#)

No login required · pay by card or bank transfer

If payment is not received within 7 days, I may need to consider further action to recover this debt. If you have already paid, please let me know so I can update my records.

Many thanks,
Halliday Building

"I never got the first one" stops working

The final notice lists **exactly when** the earlier reminders went out, taken from the real send dates. No more he-said-she-said, no more polite excuses. It is on the record, and your customer can see that you have it on the record.

3 Serious, but still you

Firm, professional wording that protects the relationship while making it clear the bill needs settling. It still goes out under your name, from your inbox.

Invoice INV-0231

CHASE HISTORY 3/3 sent

Payment reminder 29 May 2026

Second reminder 5 Jun 2026

Final notice 12 Jun 2026

Final notice sent. Ready for a letter before action.

Auto-chasing on

Pause chasing

YOU STAY IN CHARGE

It chases. You decide.

Open any invoice and see every reminder that has gone out, and the day it sent. **Pause chasing on anyone in one tap** for a dispute or an agreed payment plan, then switch it back on whenever you like.

Sorted it over the phone? **Mark the invoice paid and the chasing stops on its own.** No customer ever gets a reminder for a bill they have already cleared.

STEP 4 · WHEN THEY STILL WILL NOT PAY

Trade PA writes the letter before action.

A letter before action is the formal, recognised step before a small claim. Instead of paying a solicitor to draft one, Trade PA builds it for you in seconds, with the money you are owed already worked out.

- ✓ Statutory interest and late-payment compensation calculated for you
- ✓ Every earlier reminder listed by date, so the history is watertight
- ✓ Clear deadline before court action, in plain, firm wording

Statutory interest and fixed compensation shown apply to commercial, business to business debts under the Late Payment of Commercial Debts legislation. For consumer customers the letter is adjusted accordingly.

LETTER BEFORE ACTION

EXAMPLE

12 June 2026

To: Wilkinson Developments Ltd

Re: Invoice INV-0231

We have written to you on a number of occasions regarding the invoice below, which remains unpaid. Please treat this as a letter before action.

Invoice INV-0231	£1,840.00
Statutory interest (11.75%)	£26.65
Compensation	£70.00
Total now due	£1,936.65

Reminders were sent on 29 May 2026, 5 June 2026 and 12 June 2026.

If payment of the total above is not received within 14 days, we may begin court proceedings to recover the debt without further notice.

WHY TRADES PICK IT

Less chasing. More cash in the bank.

Chasing late payers is the job nobody on the tools wants to do. Trade PA does it for you, properly, every time, without the awkward conversation.



Runs on autopilot

Chases the moment an invoice is overdue, from your own email, in your name. You set it once.



Escalates properly

From a friendly nudge to a firm final notice, then a letter before action. The pressure builds itself.



Every reminder dated

Real send dates on the record. "I never got it" simply stops working as an excuse.



You stay in control

Pause any customer, anytime. Mark it paid and the chasing stops on its own.

Stop chasing. Start getting paid.

Set up your invoice chasing in minutes and let Trade PA handle the rest.

Start at tradespa.co.uk

Free for 30 days. No card needed.