

DEBT RECOVERY

Unpaid Italian invoice: prepare the evidence

Organise the transaction before choosing a recovery procedure.

DOCUMENT CHECKLIST

8 things to keep together

01 Customer

☐

Legal name, address and identifiers. Explain differences between the order, invoice and payment records.

02 Agreement

☐

Contract, accepted quotation, order, agreed terms and later changes.

03 Performance

☐

Delivery records or completed work, customer approval, complaints and your replies.

04 Balance

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Invoices minus payments and credit notes; show currency and due dates without mixing currencies.

05 Correspondence

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Payment promises, acknowledgments and proposed instalments, with dates and sender details.

06 Originals

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Messages and attachments, platform exports and unchanged source files. Do not rely only on cropped screenshots.

07 Missing items

☐

List what is absent and who may hold it. Do not recreate signatures or backdate records.

08 Urgency

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Court papers, insolvency notices and known deadlines. Raise these before waiting for the file to be complete.

[Read the full guide >](#)