

# Your Foundation for Achieving Zero AR



Stop chasing down clients and create a game plan for billing and invoicing. Gain more flexibility with your practice's finances and follow these six tips to achieve zero accounts receivable (AR).

## 1 Communicate expectations from the start

Don't wait until you send the first bill to explain policies. When onboarding a new client:



Explain billing policies in their initial contract

Include billing policies in every invoice



Maintain communication throughout the client lifecycle with user-friendly invoices



Address questions about billing before you send the first invoice

## 2 Incorporate flexible payment options



Offer options that are convenient for clients, and, in turn, they'll pay on time. Common options include:

- Installment plans for clients facing financial restraints
- Flat fee structures so clients know exactly how much they owe

## 3 Accept online payments

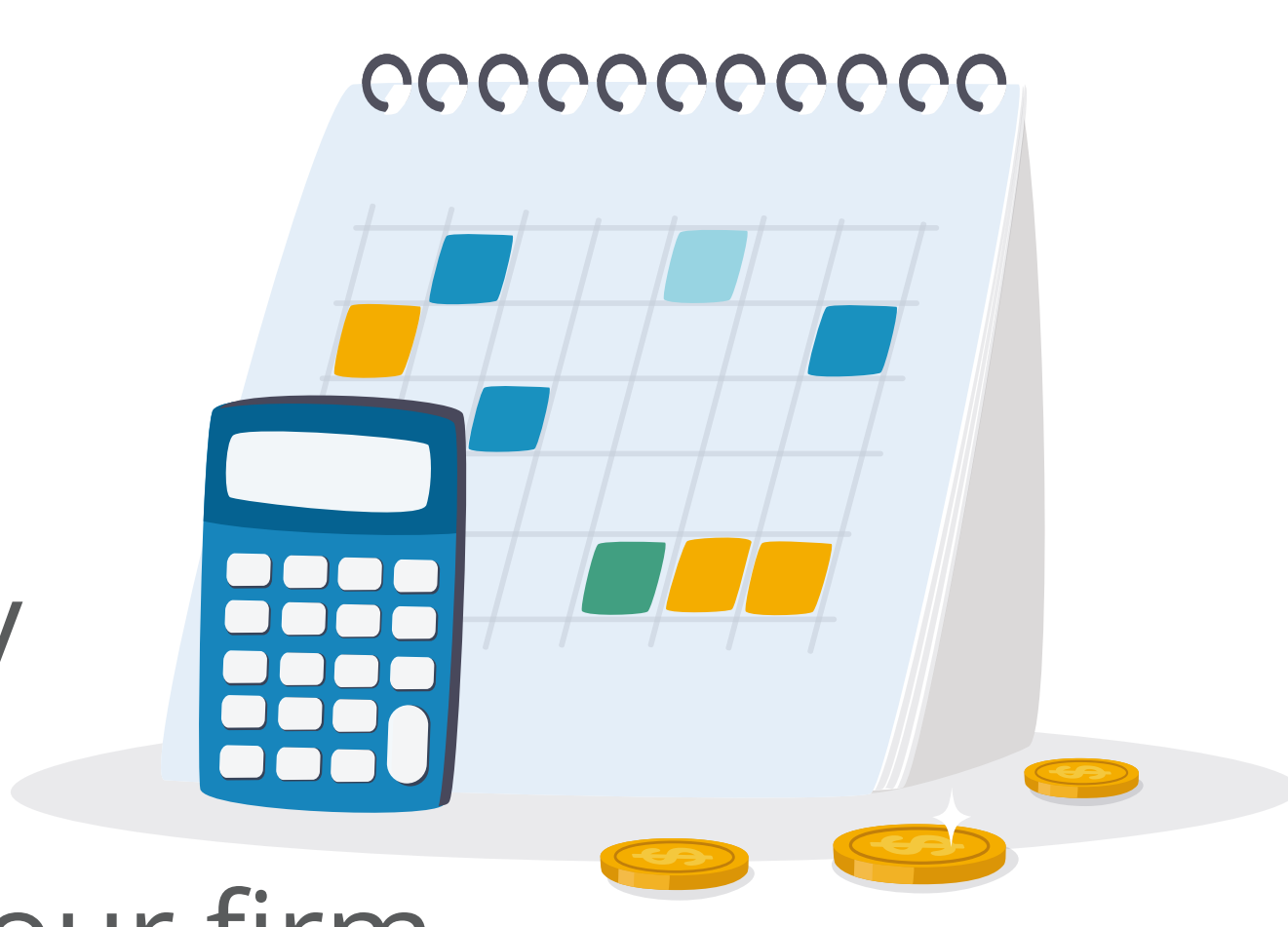


Online payments allow you to collect money faster and let your clients pay from anywhere. Choose an [online payment processor](#) that:

- Accepts ACH, electronic checks, credit card, and debit card payments
- Offers an online portal so that your firm can track critical data
- Works specifically for law firms to avoid compliance risks

## 4 Keep consistent in your billing cycles

Stick to a consistent billing schedule so clients can pay invoices on time, ensuring predictable cash flow for your firm. A regular billing schedule means:



- Sending invoices out on the same day every month
- Using billing templates so that the invoice is easy to understand
- Implementing the same formatting so clients know where to find information

## 5 Search for areas to improve

Billing workflows are not a "set-it-and-forget-it" solution. Uncover hidden AR issues by:



- Reviewing client interactions regularly
- Collecting feedback from clients about processes
- Implementing suggestions to create a more AR-friendly process

## 6 Leverage technology to streamline processes

Utilize payment software to simplify the process of time tracking to invoicing. Legal software solutions offer:

- Automated invoice generation and batch processing
- Secure online payments via customizable client portals
- Advanced reporting for data-driven decision-making that actually solves problems



## Ready to achieve zero AR?

Make zero AR a reality for your law firm with the right tools. TimeSolvPay offers user-friendly online payments, advanced reporting features, and more to get you paid in hours instead of days.

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