## Late Payments - Agent to Venue (billback in place)

- Credit Control with the Agent ONLY (do not call the client)

Principal Payee

- Venue to check payment terms prior to conducting credit control, including:
- Agreed payment terms
- Who is the Principal Payee
- Agent is the Principal Payee
- Payment to be made by the Agent within the agreed payment terms

Agent -
Principal Payee


Agent -
Disclosed Agent

- Late Payment charges to be charged to the Agent
- Agent acting as Disclosed Agent and Client is the Principal Payee
- Payment should be chased via the Agent
- Agent to pay on receipt of funds from the Client
- Agent may ask the Venue to support in chasing payment from the Client, via an email to forward to the Client detailing potential late payments charges, future bookings and removal of credit.
- Warning of late payment charges to be made in writing, at least 7 days, prior to being applied
- Late payment charges to be added to the original invoice
- Late payment charges to be calculated against Bank of England's base/bank rate plus interest charge (minimum 2\%)
- Any legal proceedings to be directed to the Principal Payee
- Inform the Agent prior to any legal proceedings


## Legal

Proceedings to
the Principal
Payee
assured
We're partners, communication is key to achieve prompt payments

