

Commercial debt recovery

A case preparation checklist for businesses · 1/2

Use this checklist internally to organise an unpaid-invoice matter before discussing it with a lawyer. For a cross-border matter, identify the Romanian debtor and the countries involved. Keep sensitive records within your company until a secure exchange has been arranged.

1. Parties and business relationship

Record the creditor and debtor's legal names, registration details and countries. Identify the company contact authorised to give instructions and the language of the available documents.

2. Outstanding invoices

Prepare a schedule with invoice number, currency, amount, due date, payments received and balance. Separate the principal sum from interest or penalties requested, and explain the basis of those additional amounts.

3. Evidence of the obligation

Collect the contract, amendments, purchase orders, agreed terms, delivery or acceptance records and service reports. Match each unpaid invoice to the records supporting it.

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4. Chronology and the debtor's position

Summarise key dates, payment promises, notices and settlement proposals. Distinguish a lack of response from a dispute about delivery, quality, price or another obligation. Retain the underlying correspondence.

5. Proceedings, security and urgency

Identify any judgment, enforcement file, insolvency notice, guarantee or security document. Flag dates stated in documents and any approaching hearing or response date. This checklist does not calculate legal deadlines.

6. Commercial objective

State whether you seek full payment, an instalment arrangement, settlement or advice on further action. Identify what is known about the debtor's assets and any need to preserve the trading relationship. Separate known facts from assumptions.

Your first enquiry

Send a short summary of the parties, approximate balance and currency, nature of the debt, steps already taken and any urgent date. A document exchange and the scope of assistance can be organised after the initial discussion and conflict check.

Contact the firm · Debt recovery services

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