Getting Paid Guide and Free Resources

Deposit, invoice, payment links, and free help so money lands in the business account.

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BLUF, BOTTOM LINE UP FRONT

A signed yes is not money. Money is money. Take a deposit on custom work. Invoice the day you deliver. Use a business payment path, not your personal Cash App.

Getting paid (plain rules)

- Deposit holds the date and proves they are serious. Say the number plainly.
- Invoice the day you deliver. Late invoices become late money.
- Short terms: due on receipt or due in 15 days. You are allowed to say you cannot be their bank.
- Payment link or invoice tool tied to the business account.

Sample line: "A deposit of $____ holds your date. The balance is due when I deliver. Here is the link: _____."

Tools with free or starter tiers

- Square, Stripe, PayPal Business, Wave, QuickBooks Payments (compare fees; pick one and stick with it).
- Put the deposit line and link in every quote from now on.

Free help (search the name)

Resource	What you get
SBA.gov	Guides on selling, invoicing, and getting paid
SCORE	Free mentoring and templates
Virginia SBDC / Maryland SBDC	Local advising for small businesses
APEX Accelerators (former PTAC)	Free help if you want to sell to government
bit.ly/VCMIBusinessAiMentor	Class AI mentor (has this year's teaching)
bit.ly/VictoryEntrepreneurs	Class hub: slides, recordings, handouts

Build one folder called Sales Kit: Toolkit, Prompt Pack, Templates, Nets Tracker, this guide. The business that can send the packet in an hour wins against the one that takes a week.