

Invoicing & Payment

You've sold your cookies! What's next?

Please take the following steps to ensure invoicing & payment run smoothly.

1. Set your unit payment deadline at least two weeks prior to the provincial invoice date.
 - Cookie invoices are sent electronically to Treasurers and Cookie Orderers.
 - Unit Invoices will not be changed or altered
 - To confirm the campaign payment deadline please visit our [Key Dates Calendar](#)
2. Inform parents of the unit payment deadline and how they can pay via [Online Bill Payment](#).
3. Collect payment from families prior to the invoice date.
4. Document all cookie payments received on the [Unit Cookie Distribution Form](#).
5. If a family does not provide payment by the unit payment deadline, start the [Parent Not Paid process](#) immediately.
6. Deposit cookie money in your account at least three days before the provincial payment date to ensure that your unit's cookie invoice is paid in full.

What do I do if I have cookies left?

1. Check your SELL BY date using our [Freshness Guarantee Date tool](#).
2. Set a deadline for parents to return unsold cases or cookie money.
3. Plan an end of season group sale for unsold cases.
4. If you are unable to meet the invoice date for payment, deposit any cookie money that you collected by the invoice date. Inform your Unit Banking Clerk of how many cases remain unsold.
5. Report your unsold cases using the [Unsold Cookies](#) feature on our [Cookie Ordering Site](#).

Managing Cookie Money

1. Have parents pay for cases as they are sold.
2. Record all cookie money collected on the [Unit Cookie Distribution Form](#).
3. Collect money for a set number of cases before signing out more.
4. Organize an end of season group sale each campaign. Invite girls to bring their unsold cases to this sale.
5. Remind parents in weekly emails to inform Guiders if they have outstanding cases.