

# Monthly Billing

This page covers **Monthly Billing Cycles at Crowned Credit** — **billing schedules, payment processing, follow-ups, and handling of failed payments using GHL, Discord, and internal trackers.**

## 1. Objective

---

Ensure consistent, timely, and accurate processing of monthly client payments.

## 2. Scope

---

All clients on **recurring service plans**. Covers billing schedules, payment processing, follow-ups, handling of failed payments and exceptions using **GHL, Discord, and internal trackers.**

## Quick Reference Summary

---

Section	Key Detail
<b>Invoice Creation</b>	Sent 3 days before billing date
<b>Recurring Billing</b>	Monthly on selected date, autopay by default, auto-drafts at 3:00 PM EST
<b>Split Payments</b>	Allowed only within the same calendar month
<b>Failed Payments</b>	Notified via Discord (Failed Payments Channel), logged in tracker
<b>Payment Extensions</b>	Case-by-case, documented in GHL

## 3. Invoice Creation

---

Invoices sent **3 days before** the billing date. The **first monthly billing date** may be adjusted. Subsequent billing follows the fixed recurring date.

**See also:** Invoice Creation SOP for full step-by-step instructions.

## 4. Recurring Billing

---

Clients billed **monthly** on their selected date. **Autopay** is the default method.

“ **Note:** Auto-drafts process at **3:00 PM EST** on the billing date.

“ **Warning:** Split payments are only allowed within the **same calendar month**. No cross-month splits.

**See also:** Recurring Billing SOP for full step-by-step instructions.

## 5. Failed Payment Handling

---

**Billing team** notified via **Discord (Failed Payments Channel)**. Client logged in tracker.

**See also:** Failed Payment Handling SOP for full step-by-step instructions.

## 6. Payment Extension

---

Handled on a **case-by-case** basis. All extensions must be documented in **GHL**.

**See also:** Payment Extension SOP for full step-by-step instructions.

Revision #4

Created 2026-04-01 18:31:40 UTC by Admin

Updated 2026-04-28 21:06:09 UTC by Admin