



The Quote-to-Cash Breakdown Checklist For IT Services & Digital Transformation Companies

See where deals stall, cash gets delayed, and confidence disappears—without hiring a full finance team.

INSTRUCTIONS

Read each item and answer **Yes / No / Not Sure**.

You’re not auditing your business. You’re spotting where momentum quietly dies between **“We won the deal”** and **“The money hit the bank.”**

The Checklist: Where Quote-to-Cash Breaks Down Before the Contract Is Signed

- 1. Quotes are built quickly, without clear assumptions documented.
- 2. Pricing doesn’t account for delivery complexity, handoffs, or rework.
- 3. Payment terms are copied from old deals “because that’s what we’ve always done.”

At Contract Execution

Deposits or retainers aren’t required before work starts.
Contract language doesn’t protect against scope changes.
No one double-checks that payment terms match project timelines.

During Project Delivery

Work begins before billing milestones are clearly defined.
Teams deliver value before invoices are sent.
Scope changes are discussed—but not formalized or billed.

Invoicing & Collections

Invoices go out late or inconsistently.
Clients control payment timing, not you.
You don’t have a clear follow-up process for overdue invoices.

Visibility & Control

You can’t easily tell which projects are funding growth vs. draining cash.
Cash flow surprises happen—even when sales look strong.
You hesitate before making decisions because the money feels uncertain.

YES	NO	NOT SURE

What Your Results Mean

- 1. **Mostly Yes:** You have momentum, but it’s fragile. Small leaks add up fast.
- 2. **Mixed / Not Sure:** Cash flow is reactive—and decision-making feels risky.
- 3. **Mostly No:** Growth is happening in spite of your systems, not because of them.

None of this means you’re bad at running your business. It means your financial process hasn’t caught up with your growth.

Why This Matters

Most IT services companies don’t fail because of bad sales. They stall because **cash lags behind effort**.
When quote-to-cash isn’t structured:

- 1. You second-guess pricing
- 2. You hesitate to hire
- 3. You delay strategic decisions
- 4. Growth feels heavier than it should

Clarity here doesn’t just protect cash—it restores confidence.

Want help turning this checklist into a clear action plan?

Book a free 15-minute Financial Clarity Review and we’ll identify the one or two fixes that matter most right now.

Book Your Free Clarity Call:

<https://www.alzaelevate.com/>